

Date: 18th February 2025
Our ref: FOI/25/014122/T

FREEDOM OF INFORMATION REQUEST REFERENCE NO: FOI/25/014122/T

I write in connection with your request for information dated 04/02/2025, received by Greater Manchester Police (GMP) for the following information:

1) Your parental leave policies, including paternity and maternity leave. If you have different policies for police officers and staff, please include both separately

2) For the most recent three years you have data, a) How many officers were eligible for paternity leave? And b) How many officers took paternity leave, and for how many weeks on average?

3) If you have this data, what % of officers who have resigned voluntarily over the last three years cited the impact of their job on their family as a reason?

Result of Searches

Following receipt of your request searches were conducted within Greater Manchester Police (GMP) to locate the requested information and I can confirm the information requested is held by GMP.

Question 1 – Please see attached GMPs Paternity and Maternity Policies.

Where redaction occurs within the attached document, this relates to Section 40(2) Personal Information, this represents information that identifies a living individual, to disclose this information would breach the principles of the GDPR and the Data Protection Act 2018. Personal data is defined by Article 4 of the GDPR and Part 1 of the Data Protection Act 2018 and means any information relating to an identified or identifiable natural person ('data subject'). An identified natural person is one who can be identified directly or indirectly from that data.

Question 2a – All male officers are entitled to paternity leave.

Question 2b

Year	Total	Average Days
2022	27	9.93 av days
2023	37	8.97 av days
2024	38	10.82 av days

Question 3

Please note this data is only available from 2024.

For the year 2024 there was 5 individuals that gave the reason for leaving as 'Family Commitments' this is 1.82%.



GREATER MANCHESTER
POLICE

Paternity Leave

Policy

Version 11

August 2024

DATE THIS VERSION OF THE POLICY IMPLEMENTED: August 2024

DATE NEXT REVIEW IS DUE: August 2026

POLICY & PROCEDURE OWNER: Strategic Policy and People Relations Team

APPROVED BY: Chief Officers

GOVERNMENT SECURITY CLASSIFICATION: Official

IS THE POLICY & PROCEDURE NEW OR REVISED: Revised

VERSION NO	DATE	SUMMARY OF CHANGES	AUTHOR(S)	PUBLISHED ON CCOs
1	Nov 12	This policy combines previous provisions for Ordinary Paternity Leave, and Additional Paternity Leave provided for by new legislation in 2011. The policy has been written in Plain English, and incorporated onto the new Force Policy Template. All rights and principles afforded by previous policies, guidance and legislation remain the same.	Policy and People Relations	
2	Feb 15	Updated to take out additional paternity leave as a result of new shared parental leave legislation for babies due on or after 5 th April 2015	Policy and People Relations	
3	May 15	Updated to include provisions if the baby dies.	Policy and People Relations	
4	May 15	Updated to include scope to include parents in a surrogacy or foster to adopt situation.	Policy and People Relations	
5	March 16	Updated to include provisions when adopting another child under a separate adoption matching certificate.	Policy and People Relations	
6	March 17	Amended in line with new HR Transformation changes and contact details	Policy and People Relations	
7	June 17	Amended to be clear on accrued leave and bank holidays whilst on Paternity Leave.	Policy and People Relations	
8	September 2018	Amended to reflect implementation of the GDPR	Policy and People Relations Team	
9	18 Feb 2021	Updated due to HR Branch review	Strategic Policy & People Relations	
10	April 2024	Updated as part of the review of all HR equality related policies and second week of paternity pay to be paid at full pay rather than SPP. Also amended in line with the Paternity Leave (Amendment) Regulations 2024.	Strategic Policy & People Relations	15 th April 2024
11	June 2024	Amended to include references to the new Pregnancy Loss Policy.	Strategic Policy & People Relations	

Table of Contents

1. Policy Statement	1
1.1 Aims.....	1
2. Scope.....	1
3. Terms and Definitions	1
4. Roles & Responsibilities	2
5. Principles	3
5.1 Entitlement	3
5.2 When can I take Paternity Leave?.....	3
5.3 Paternity Leave Pay	4
5.4 Pensions.....	4
5.5 Reckonable Service (Police Officers)	4
5.6 Your Contract of Employment (Police Staff)	4
5.7 Miscarriage or Stillbirth.....	4
5.8 Court Attendance	4
5.9 Right to Return to Work – Police Staff	4
5.10 Annual Leave and Bank Holidays	5
6. Procedure	5
6.1 When to Apply.....	5
6.2 How to Apply.....	5
6.3 Appeal Rights.....	5
7. Associated Documents.....	6
8. Statutory Compliance & Consultation	6
8.1 Equality Act 2010	Error! Bookmark not defined.
8.2 Consultation	7
8.3 Freedom of Information Act (2000),Data Protection Act (2018) & GDPR.....	7

1. Policy Statement

Greater Manchester Police (GMP) is committed to supporting our staff who are parents and to promoting a healthy work-life balance. We recognise and respect the right of our staff to a family life.

We will treat you fairly, equally and supportively and consider your application in line with the policy.

Paternity leave is available for you to take time off to care for your child or support the child's mother. You may only use it for this purpose.

1.1 Aims

The aims of this policy are to:

- Give you a clear understanding of paternity leave.
 - Explain the procedure you need to follow if you want to make an application for paternity leave.
-

2. Scope

This policy applies to all Police Staff and Police Officers.

It applies to you if you'll be supporting the mother or the Primary Adopter of a child, including for those parents in a surrogacy situation or when looking after children as part of a "fostering to adopt" arrangement.

Where we refer to 'staff' in this policy, it also applies to officers unless we say otherwise.

3. Terms and Definitions

Paternity Leave

A period of two weeks leave, which must be taken in whole weeks, but can be taken as two separate periods of one week, or one consecutive period of two weeks. The leave is taken to care for the child or support the child's mother/ Primary Adopter.

Primary Adopter

The child's adopter who is taking adoption leave.

Week

A continuous period of 7 calendar days, from Sunday to Saturday.

The Qualifying Date

- The end of the 15th Week before the start of the Week in which the child is due, or
- The end of the Week in which the Primary Adopter is notified of the child being matched for adoption (adoption with the UK), or
- the date the child enters Great Britain for the purposes of adoption (adoption from overseas).

Statutory Paternity Pay (SPP)

The amount of money set by the government paid to partners who qualify during paternity leave. You can find out the current amount on the [direct.gov.uk website](https://www.direct.gov.uk)

Statutory Maternity Pay (SMP)

The amount of money set by the government paid to mothers who qualify during maternity leave. You can find out the current amount on the [direct.gov.uk website](https://www.direct.gov.uk).

Maternity Allowance (MA)

The amount a mother can claim through Jobcentre Plus, if she doesn't qualify for SMP. You can find out more on the [direct.gov.uk website](https://www.direct.gov.uk).

Statutory Adoption Pay (SAP)

The amount of money set by the government paid to Primary Adopters who qualify during adoption leave. You can find out the current amount on the [direct.gov.uk website](https://www.direct.gov.uk).

Shared Parental Leave (SPL)

Shared Parental leave that can be taken to share the care of a child. For more information, please refer to the [Shared Parental Leave Policy](#).

Statutory Shared Parental Pay (ShPP)

The amount of money set by the government paid to mothers or adopters or the father/partner who'll qualify. You can find out the current amount on the [direct.gov.uk website](https://www.direct.gov.uk).

4. Roles & Responsibilities

Responsibility of Strategic Resourcing Branch

The Head of Strategic Policy & People Relations is responsible for developing a Paternity Leave Policy that supports the work-life balance of our staff and meets legal requirements.

Responsibility of Greater Manchester Shared Services

Greater Manchester Shared Services ([GMSS](#)) are responsible for processing applications for paternity leave and advising managers where necessary.

Responsibility of Managers

Managers are responsible for treating staff sensitively, fairly and in line with this policy. They should make sure that all approved leave is properly recorded.

Responsibility of Staff

You should follow the procedure for submitting requests for paternity leave and make sure you give us as much notice as possible.

5. Principles

5.1 Entitlement

You can apply for paternity leave if:

- you have, or expect to have, responsibility for the child's upbringing,
- you're the biological father of the child, or the mother's/ Primary Adopter's spouse, civil partner or co-habiting partner.
- your baby is still-born from 24 weeks of pregnancy
- if your baby is born alive at any point during the pregnancy

More than one child

If more than one child is born as a result of one pregnancy you're not allowed extra paternity leave.

If you're eligible for SPP and a second child is placed with you, under a separate adoption matching certificate; this is classed as a separate arrangement. You will be entitled to paternity leave and SPP from the date the second child is placed with you. When your second period of paternity leave starts, your first period of paternity leave will end.

5.2 How to take Paternity Leave

You can start your paternity leave on any day (but not before the baby is born or placed for adoption).

However, your leave must be completed:

- within 52 weeks of the actual date of birth of the child, or
- if the child is born early, within 52 weeks of the first day of the week in which the birth was expected, or
- within 52 weeks of the child being placed with the adopter, in the case of a UK adoption, or

- within 52 weeks of the child arriving in Great Britain, in the case of an overseas adoption.

5.3 Paternity Leave Pay

We'll pay you full pay for both weeks of paternity leave.

5.4 Pensions

Your pension contributions will continue whilst we're paying you paternity pay.

5.5 Reckonable Service (Police Officers)

Your paternity leave counts:

- as service in your rank for the purposes of incremental pay and relevant service,
- for part of any period of probation, and
- for annual leave purposes.

5.6 Your Contract of Employment (Police Staff)

If you take paternity leave under this policy, it won't change your contract of employment. Paternity leave will also count as service for the purposes of pay increments and redundancy pay.

5.7 Miscarriage or Stillbirth

In the sad event of your partner having a miscarriage you will be eligible for special leave; after a stillbirth or death shortly after birth, you will be eligible for paternity leave and pay and parental bereavement leave. Further details are available in the [Pregnancy Loss Policy](#).

5.8 Court Attendance

The court may need you to attend whilst on paternity leave. However, you can give details of your paternity leave on the court availability sheets.

If you attend court, you can claim travel and other expenses back, as long as you provide receipts in the normal way.

5.9 Right to Return to Work – Police Staff

If you come back to work after paternity leave, you're entitled to return to the same job on the same terms and conditions as if you'd not been on paternity leave.

In exceptional circumstances, for example redundancy, we might not be able to give you the same job back. If this happens, we'll offer you another job where there is a vacancy, as long as:

- it's suitable for you, and
- the work, location and your terms and conditions aren't substantially less favourable than your old job.

5.10 Annual Leave and Bank Holidays

Annual leave and bank holidays accrue during paternity leave.

6. Procedure

6.1 When to Apply

Make your application as soon as possible. This should be:

- before the qualifying date, or
- in the case of adoption, within seven days of being told that you've been matched with a child for adoption,

unless this isn't reasonably possible.

6.2 How to Apply

You should be prepared to show evidence to support your request for leave if your manager asks for it.

Complete [a Paternity Leave Application Form](#) and send it to your manager, who will complete their section and forward it to [Greater Manchester Shared Services \(GMSS\)](#).

You'll need to tell your manager:

- the week the baby is due,
- whether you wish to take two weeks consecutive leave or two separate blocks of one week, and
- when you want your leave to start and finish for each period of your paternity leave

We understand that the exact timing of your leave may be difficult to predict. However you should still agree the dates with your manager. You can agree to change the dates with your manager later if necessary, but you must inform [GMSS](#) of any changes.

N.B. If you intend to link your paternity leave to shared parental leave, please ensure you confirm this in writing when submitting an application.

6.3 Appeal Rights

If you're not satisfied with the application of this policy, you should raise the matter with your manager first. If you're still not satisfied, you can raise a grievance under the 'Fairness at Work Policy'.

6.4 Change in circumstances

If any of the following change in circumstances apply,:-

- you are notified that the child will no longer be placed with the person with whom the child was to be placed for adoption, or
- the child dies, or
- the child is returned after being placed for adoption,

then you will still be entitled to paternity leave. However, you must take it within 8 weeks of the end of the week in which the relevant event occurred, unless you've already given us 28 days notice for the leave.

7. Associated Documents

GMP Forms:

[Paternity Leave Application Form](#)

GMP Policies:

[Maternity Leave Policy](#)

[Adoption Leave Policy](#)

[Shared Parental Leave Policy](#)

[Pregnancy Loss Policy](#)

GMP Toolkits:

[Pregnancy & New Parent Mental Health Toolkit](#)

8. Statutory Compliance & Consultation

8.1 Statutory Compliance

8.1.1 Equality Act 2010

Due regard has been had to the General Equality Duty. The Adoption Leave Policy promotes equality of opportunity in accessing Adoption Leave. Having a protected characteristic will not impact on a member of staff's eligibility to apply for Adoption Leave. The provisions of this policy don't have a disproportionate impact on any member of staff with a protected characteristic.

The Management Toolkit that accompanies this policy also pays attention to this and outlines additional responsibilities when there is organisational change while a member of their staff is on Adoption Leave.

For more detailed considerations, please see the [Equality Impact Assessment](#).

8.1.2 The General Data Protection Regulation (GDPR) and Data Protection Act (2018)

The policy and procedures are compliant with the Acts and Regulation.

8.1.3. Freedom of Information Act (2000)

This policy could be published immediately, should a request be received under the Freedom of Information Act.

8.2 Consultation

Department	Comments
GMB	Detailed consultation has taken place with GMB on all revisions to the policy and their views have been taken into account.
UNISON	Detailed consultation has taken place with UNISON on the revisions to this policy and their views have been taken into account.
Police Federation	The Federation have been consulted on the revisions to the Policy and provided their comments which have been taken into account.
Superintendents Association	The Superintendents Association has been consulted on the revisions to the Policy and provided their comments which have been taken into account.
Staff Support Networks	The Staff Support Networks have been engaged with on the revisions to the Policy and provided their comments which have been taken into account.

8.3 Freedom of Information Act (2000), Data Protection Act (2018) & GDPR

The policy and procedures are compliant with the Acts and Regulation.

Maternity

Policy

Version 28

August 2024

DATE THIS VERSION OF THE POLICY IMPLEMENTED: Aug 2024

DATE NEXT REVIEW IS DUE: Aug 2026

POLICY OWNER: Strategic Policy and People Relations Team

APPROVED BY: Chief Officer Group

GOVERNMENT SECURITY CLASSIFICATION: Official

IS THE POLICY & PROCEDURE NEW OR REVISED: Revised

VERSION NO	DATE	SUMMARY OF CHANGES	AUTHOR(S)	PUBLISHED ON CCOs
1		This policy combines the Maternity Policy – Police Officers (version 1) and the Maternity Policy – Police Staff (version 2) Rewritten in Plain English and using the new Force Policy Template. Management and HR guidance removed and separate Toolkit created. All key rights and principles previously agreed remain. Reckonable Service section amended to reflect PNB Circular 10/14	Policy and People Relations	
2	21/10/13	Scheme 2 for Police Officers amended to differentiate between higher and lower rate SMP.	Policy & People Relations	
3	03/02/2014	Maternity Pay section for Police Officers amended to reflect Home Office Circular 013/2013. Updated to include return of Hybrid Working Equipment.	Policy & People Relations	
4	01/10/2014	Amended to confirm no splitting of SMP	Policy & People Relations	
5	17/10/2014	Amended to include entitlement for fathers and partners to unpaid time off to attend ante-natal appointments.	Policy & People Relations	
6	22/01/15	Amended to reflect changes to Police Staff Pension rules on Buying Back Pension.	Policy & People Relations	
7	05/02/15	Amended to include Shared Parental Leave information and carryover of leave	Policy & People Relations	
8	11/12/15	Amended to include changes to who to contact regarding paying back of pension.	Policy & People Relations	
9	29/09/2016	Amended to clarify when childcare vouchers are paid for during maternity leave. Amended to clarify the start of Occupational Maternity Leave when police officers are sick due to pregnancy related absence.	Policy & People Relations	
10	02/11/2016	Slight amendment to Childcare Vouchers to be clearer and include a recommendation to seek advice.	Policy & People Relations	

11	17/11/2016	Amended to clarify latest return date for police officers	Policy & People Relations	
12	13/03/17	Amended in line with new HR Transformation changes and contact details	Policy & People Relations	
13	01/04/17	Amended due to changes in Police Staff National Terms and Conditions – Increase in Occupational Maternity Leave	Policy & People Relations	
14	26/05/2017	Amended to clarify police officers maternity leave and pay can only start on their chosen start date, regardless on when the child is born.	Policy & People Relations	
15	22/11/2017	Amended to clarify the process for police staff intending to re-pay their pension contributions. Updated email address for GMSS. Updated to reflect changes to childcare payment scheme.	Policy & People Relations	
16	07/06/2018	Amended to be clear on notice required if you wish to change your return to work date.	Policy & People Relations	
17	22/11/2018	Amended details on childcare vouchers to clarify that members cannot opt out and re-join, and removal of reference to the workplace nursery scheme.	Policy and People Relations Team	
18	16/01/2019	Clarification that accrued annual leave can be used as part of a phased return after maternity leave.	Policy and People Relations Team	
19	20/01/2019	Amended to reflect implementation of the GDPR	Policy and People Relations Team	
20	03/09/19	Clarification on impact on SMP if more than 10 KIT Days are taken	Policy and People Relations Team	
21	01/04/2020	Clarify full pay calculation for 18 weeks and qualification criteria for Statutory Maternity Pay	Policy and People Relations Team	
22	04/01/2021	Updated duration of paid maternity leave entitlement from 18 to 26 weeks for police officers, and police pension buy back period.	Policy & People Relations	
23	27/01/2021	Increase in paid maternity leave for police staff from 18 to 26 weeks.	Strategic Policy & People Relations	
24	24/02/2021	Alternative Fertility Treatment Management Toolkit added to Associated Documents section	Strategic Policy & People Relations	
25	18/11/2021	Correction of timeframe for Police Officers to repay pension contributions to 3 months	Strategic Policy & People Relations	
26		Under 5.20 - Clarified that sick leave related to miscarriage is logged as pregnancy related and that in these circumstances staff will be eligible for Parental Bereavement Leave.	Strategic Policy & People Relations	
27	27/04/23	Clarification that SMP may be payable if a baby is born before 25 weeks pregnant	Strategic Policy & People Relations	
28	Aug 2024	Updated as part of the review of all HR equality related policies. Full pay for	Strategic Policy & People Relations	

		phased return, Contact Agreement and New Parent Return to Work Plan, clarity on KIT days and that OMP can't begin before 24 weeks for police officers. Added fertility treatment. Clarity that it's service in the role of officer or police staff, rather than continuous GMP service which determines eligibility to OMP.		
--	--	---	--	--

Table of Contents

1.	Policy Statement	3
1.1	Aims.....	3
2.	Scope.....	3
3.	Terms and Definitions	3
4.	Roles & Responsibilities.....	5
5.	Principles	5
5.1	Maternity Leave Entitlement.....	5
5.3	Start date of Maternity Leave	6
5.4	Sharing Maternity Leave	6
5.5	Maternity Pay	6
5.6	Equipment.....	8
5.7	Reckonable Service – Police Officers.....	8
5.8	Contract of Employment – Police Staff	9
5.9	Antenatal care.....	9
5.10	Risk Assessment.....	9
5.11	Uniform	9
5.12	KIT Days	9
5.13	Court Attendance	10
5.14	Annual Leave and Bank Holidays.....	10
5.15	Essential Car Allowance.....	10
5.16	Car Loan Scheme	10
5.17	Cycle Scheme.....	10
5.18	Childcare Payments – Salary Sacrifice.....	10
5.19	Pensions	11
5.20	Miscarriage, still-birth or death of a baby	11
5.21	Fertility Treatment	11
5.22	Return to work	12
5.23	Phased return to work	12
5.24	Career Breaks (Police Officers only)	12
5.25	Continuous Service (Police Staff only)	12
6.	Procedure	13
6.1	When to Apply for Maternity Leave.....	13
6.2	How to Apply.....	13
6.3	Maternity Leave Contact Agreement	13
6.4	Shared Parental Leave.....	13
6.5	Birth of your baby	13
6.6	KIT Days	13
6.7	Returning to work after Maternity Leave	14
6.8	Flexible working	14
6.9	Resigning	14
6.10	Appeal rights	15
7.	Associated Documents.....	15

8. Statutory Compliance & Consultation	17
8.1 Freedom of Information Act (2000), Data Protection Act (2018) & GDPR 17	Error!
Bookmark not defined.	
8.2 Equality Act 2010	17
8.3 Consultation	17
9. Appendices	18
Appendix A.....	18

1. Policy Statement

Greater Manchester Police (GMP) recognise and respect the right of all of our staff to a family life. We are committed to supporting our staff who are, or about to be parents, and to promoting a healthy work-life balance.

Maternity leave is available for you to take time off before you are due to have your child and afterwards.

If you have sadly suffered pregnancy loss, please refer to the [Pregnancy Loss Policy](#).

1.1 Aims

The aims of this policy are to:

- Give you a clear understanding of maternity leave and entitlements, and
- Explain the procedure you need to follow if you want to apply for maternity leave.

2. Scope

This policy applies to all pregnant Police Staff and Police Officers.

It applies no matter what your length of service is or the number of hours you work each week.

Where we refer to 'staff' in this policy, it also applies to officers unless we say otherwise.

3. Terms and Definitions

Maternity Leave

The amount of leave you can take. There are schemes for Police Staff and Police Officers.

Continuous Service for Occupational Maternity Pay Only

Includes continuous service with GMP or other qualifying body.

Week

A continuous period of 7 calendar days, from Sunday to Saturday.

The Qualifying Week (QW)

The end of the 15th week before the start of the week in which your child is due.

This is the date given on your Mat B1 form.

MAT B1 Form

The maternity certificate that shows the date on which your child is due. Your midwife or doctor will give you this 14 weeks before your child is due.

Expected Week of Childbirth (EWC)

The week, beginning on a Sunday, in which you are expected to have your child.

Expected Date of Childbirth (EDC)

The date on which your child is due.

Childbirth

The live birth of your child or a still-birth after a pregnancy lasting at least 24 weeks.

Full Pay

Your 'full pay' will be based your average weekly earnings over the eight weeks directly before your Qualifying week.

Occupational Maternity Pay (OMP)

An enhanced Maternity Pay scheme offered in line with Police Regulations or Police Staff National Terms and Conditions.

Statutory Maternity Pay (SMP)

Statutory Maternity Pay and the rules associated with this are set by the government. This means that there may be times when you are entitled to SMP, but not entitled to Occupational Maternity Pay.

To qualify for SMP, you have to be employed by GMP for a continuous period of at least 26 weeks into the qualifying week (which is the 15th week before the week in which the baby is due). This period must include at least 1 days employment in the qualifying week.

Higher Rate SMP is paid at 90% of your average weekly earnings (AWE) before tax.

Lower Rate SMP - You can find out the current amount on the [direct.gov.uk website](https://www.direct.gov.uk).

SMP1 Form

The form we need to complete for you, if you have less than 26 weeks service, to explain why you are not eligible to receive SMP. You'll need this to be able to claim Maternity Allowance. The form is available from [direct.gov.uk](https://www.direct.gov.uk) website.

Maternity Allowance (MA)

The amount you can claim through Jobcentre Plus, if you don't qualify for SMP. You can find out more on the [direct.gov.uk website](https://www.direct.gov.uk).

Keeping In Touch (KIT) Days

Days worked during your maternity leave. The maximum number is 10.

Shared Parental Leave

Maternity leave you wish to share with your partner.

Curtailment Notice

Notice that you wish to bring your maternity leave to an end to opt into the Shared Parental Leave scheme.

4. Roles & Responsibilities

Responsibility of Strategic Resourcing Branch

The Head of Strategic Policy & People Relations is responsible for developing a Maternity Policy that supports the work-life balance of staff and meets the legal requirements and operational needs of GMP.

Responsibility of Greater Manchester Shared Services (GMSS)

GMSS will advise managers on the process for dealing with pregnant staff and applications for maternity leave.

Responsibility of Managers

Managers must treat staff members sensitively, fairly and in line with this policy. They should make sure that all maternity leave is properly recorded.

Managers are responsible for carrying out a risk assessment to assess if any adjustments are necessary to safeguard staff members or their unborn child.

Responsibility of Staff

Staff members should let us know they're pregnant as soon as possible so that their manager can carry out a risk assessment. They should follow the procedure for submitting requests for Maternity Leave. They should give as much notice as possible.

5. Principles

5.1 Maternity Leave Entitlement

You're entitled to take maternity leave regardless of how long you've worked for us. If more than one child is born as a result of one pregnancy there is no entitlement to an increase in the maternity leave.

5.2 Length of Maternity Leave

You can have to up to 15 months maternity leave.

You can take your full pay maternity leave in more than one block (first 26 weeks). However, you should be aware that Statutory Maternity Payments can't be suspended and

restarted, therefore if you split your maternity leave this will mean your entitlement to SMP will end.

5.3 Start date of Maternity Leave

Police Staff:

The earliest you can start your maternity leave is 6 months before your EWC. The latest your maternity can end is 12 months after your EWC.

Whilst occupational maternity pay can start earlier, SMP cannot start more than 11 weeks before your EWC.

Your maternity leave will start on whichever is the earlier date of:

- Your chosen start date
- The day after your child is born
The day after you are absent for a pregnancy-related reason if this happens 4 weeks before the date your child is due.

Police Officers:

The earliest you can start your maternity leave is 6 months before your EWC. The latest your maternity leave can end is 12 months after the expected date of birth of your child.

Whilst occupational maternity pay can start earlier, SMP cannot start more than 11 weeks before your EWC.

Your maternity leave will start on your chosen start date.

If you're absent due to pregnancy related sickness during the 4 weeks before your due date, this will trigger payment of Statutory Maternity Pay (SMP). This period will be recorded as sick leave and normal sick pay provisions will apply. You will either receive sick pay which will include SSP or SMP (whichever is the higher). Therefore this period will be offset against your SMP entitlement. If you're entitled to occupational maternity leave and pay, this will start on your chosen date.

If your child is born early, this will trigger payment of SMP from the day following the actual date of birth. If you're entitled to occupational maternity leave and pay, this will start on your chosen date. The period between the birth of your child and the start of your occupational maternity pay will be offset against your 39 weeks SMP entitlement.

5.4 Sharing Maternity Leave

You must take the compulsory 2 weeks leave following the birth of your baby. Thereafter, you may choose to share up to 50 weeks of your maternity leave with your partner.

To do this, you must bring your maternity leave to an end and opt into the Shared Parental Leave scheme. Please refer to the [SPL policy](#).

5.5 Maternity Pay

The amount of maternity pay we'll pay you will depend on your:

- length of continuous service for occupational maternity pay,

- if you meet the continuous employment rule for SMP
- and your average earnings.

There are separate schemes for Police Staff and for Police Officers; we'll let you know which scheme applies to you.

Any pay will be less your usual deductions including: tax, NI and pension.

Occupational Maternity Pay – Police Staff

If you have at least 63 weeks continuous service in a police staff role at the beginning of your EWC and your average earnings are higher than the lower limit for National Insurance we'll pay you:

- Weeks 1-26: Full Pay which includes any Statutory Maternity Pay (SMP) that you are entitled

If you have at least 41 weeks service with GMP at the beginning of your EWC and your average earnings are higher than the lower limit for National Insurance we'll pay you:

- Weeks 27-39: Lower Rate SMP
- Weeks 40-52: Unpaid

You can choose to have the final five weeks of full pay (weeks 22-26) spread out over 10 weeks and instead receive half pay plus half SMP over weeks 22-31. If you want to do this you must let [GMSS](#) know when you inform them of your pregnancy, otherwise we'll pay you full pay during weeks 1-26.

Payments made to you in addition to SMP are made on the understanding that you will return to work for at least one month after your maternity leave ends. If you don't we'll reclaim these additional payments from you

If you're absent for a pregnancy-related during the 4 weeks before the date your child is due, this will trigger the start of your maternity leave and pay.

We won't pay you more than full pay if the combined amount of half pay plus half SMP exceeds this.

Occupational Maternity Pay – Police Officer

If you have at least 63 weeks continuous service as a police officer at the beginning of your EWC and your average earnings are higher than the lower limit for National Insurance we'll pay you:

- Weeks 1-26: Full Pay which includes any Statutory Maternity Pay (SMP) that you are entitled

If you have at least 41 weeks service with GMP at the beginning of your EWC and your average earnings are higher than the lower limit for National Insurance we'll pay you:

- Weeks 27-39: Lower Rate SMP
- Weeks 40-52: Unpaid

You can choose to have the final five weeks of full pay (weeks 22-26) spread out over 10 weeks and instead receive half pay plus half rate SMP over weeks 22-31. If you want to do this you must let [Greater Manchester Shared Services \(GMSS\)](#) know when you inform them of your pregnancy, otherwise we'll pay you full pay during weeks 1-26.

If you are absent for a pregnancy-related reason during the 4 weeks before the date your child is due you will either receive sick pay which will include SMP or SMP (whichever is the higher) until the original start date is reached

If your child is born early, SMP will be paid from the day following the actual date of birth. Your occupational maternity leave and pay will start on your chosen date, after 24 weeks pregnancy. The period between the birth of your child and the start of your occupational maternity pay will be offset against your 39 weeks SMP entitlement.

We won't pay you more than full pay if the combined amount of half pay plus half SMP exceeds this

Calculation of Occupational Maternity Pay – Police Staff and Police Officers

Your Occupational Maternity Pay will be calculated based your average weekly earnings over the eight weeks directly before your Qualifying week. This will be increased to your normal contractual pay if you have earned less than this in the relevant period. Any increment or pay award after this period will be backdated to the effective date.

Statutory Maternity Pay – Police Staff and Police Officers

If you have between 41 and 62 weeks continuous service with GMP at the beginning of your EWC and your average earnings are higher than the lower limit for National Insurance we'll pay you:

- Weeks 1-6 Higher Rate SMP
- Weeks 7-39 Lower Rate SMP
- Weeks 40-52 Unpaid

Maternity Allowance

If you aren't eligible for Occupational or Statutory Maternity Pay you can still take time off. We'll give you the SMP1 form as you may qualify for Maternity Allowance.

5.6 Equipment

If you take a period of maternity leave for 3 months or more, all equipment assigned to you must be returned to the IS Branch via the IS Surgery/HQ. This will be re-assigned to you when you return following maternity leave.

5.7 Reckonable Service – Police Officers

We'll count the first 52 weeks of your maternity leave, paid or unpaid:

- as service in your grade or rank for the purposes of increments, pay and relevant service;
- for part of any period of probation; and
- for annual leave purposes.

5.8 Contract of Employment – Police Staff

You'll continue to be employed throughout your maternity leave, unless you resign or your contract comes to an end for other reasons. However, during your maternity leave you won't continue to receive pay other than that described in the Maternity Pay section above.

When you take time off under this policy, this period will also count as service for the purposes of pay, leave and redundancy payments.

5.9 Antenatal care

You're entitled to paid time off for antenatal care. However, you should show evidence of appointments if asked.

This will include relaxation classes where these have been recommended by your Doctor, Midwife or Health Visitor.

Biological father of the child, civil partner or co-habiting partner, are entitled to unpaid time off to attend two ante-natal appointments.

5.10 Risk Assessment

When you tell your manager you're pregnant they'll do a risk assessment. They may change your duties to ensure you and your unborn child isn't at risk.

They will take you off any duty where confrontation or a physical force situation could occur.

You should refer to the [Risk Assessment for Expectant Mothers](#).

Your line manager can amend or reduce your hours temporarily up to 50% on the Duty Management System (DMS), or equivalent, to support you through the stages of pregnancy as required. They can also authorise temporary hybrid or remote working to support your health in your pregnancy.

5.11 Uniform

Maternity clothing is available if you wear a uniform and you should apply to stores.

5.12 KIT Days

The maximum number of 'Keeping in Touch' days you can work without bringing your maternity leave to an end is 10. You can take a KIT day to attend a training course or event, or to meet with your team for an update.

There are financial implications if you exceed 10 KIT days: if you work more than 10 KIT days, you will lose a week's SMP for any week in which you do some work, even if it's only for one day.

You don't have to attend KIT days but many people find it makes returning to work easier. We'll pay you for any hours worked based on your salary in addition to your SMP for that week. However, this will be off set against your full-time salary for the days you work within that week i.e. you won't get more than full pay when taking a KIT day. Except for police

officers who attend a KIT Day whilst on full pay, who will be paid for the hours worked after your full pay period.

5.13 Court Attendance

You may be required to attend court whilst on maternity leave. However, you can give details of your maternity leave on the court availability sheets.

We'll pay you your normal pay for a full day if you attend court, but this won't count as a 'Keeping in Touch' day. You will also receive a day off in lieu when you return to work.

If you attend court, you can claim travel and other expenses back, as long as you provide receipts in the normal way.

5.14 Annual Leave and Bank Holidays

Annual leave and bank holidays accrue during maternity leave.

You have the option to take this leave prior to your return to work or add them to your current leave entitlement and use them within the first 12 months following your return to work date.

You may apply to take the leave to support a gradual return to work or use them to support childcare arrangements.

5.15 Essential Car Allowance

If you're an essential car user, you'll still receive the lump sum for the whole of your maternity leave period.

5.16 Car Lease Scheme

If you are pregnant and considering joining the Car Lease Scheme, you must be aware that your maternity pay could be affected. Maternity pay is calculated based your average weekly earnings over the eight weeks directly before your Qualifying week. A salary sacrifice arrangement will result in you having lower average weekly earnings. Therefore, any arrangement entered into during this eight-week period may reduce your entitlement to maternity pay.

If you have a car lease at the time of starting your maternity leave, deductions will continue to be made whilst you're on maternity leave and on full pay. During any lower rate SMP or unpaid maternity leave your deductions will stop until you return to work. During this period you will retain the use of the car.

5.17 Cycle Scheme

Please refer to the Cycle Scheme.

5.18 Childcare Payments – Salary Sacrifice

Important information if you are in the Childcare Benefit Scheme:

The Childcare Benefit Scheme is now closed to new members. If you're in the Childcare Benefit Scheme, we'll assume you wish to continue to pay for childcare during your paid maternity leave. You cannot re-join this scheme if you leave, therefore, you cannot opt out and back in again. As long as you remain a member of the scheme and have continued to pay into the scheme during the qualifying weeks 17-25 we will continue to pay your childcare vouchers on your behalf during your statutory maternity pay period and any unpaid period of maternity leave. If however, you leave the scheme we won't pay your childcare costs during the statutory maternity pay period or any unpaid period of maternity leave and you will not be able to re-join the scheme.

For more information, please see the [Childcare Benefit](#) People Page on the intranet.

5.19 Pensions

Whilst you're on 'paid' maternity leave we'll continue to deduct your pension contributions. When your pay reduces we'll still deduct your full contribution.

Whilst on 'unpaid' maternity leave your contributions will cease. This means that you'll lose membership for this period unless you repay contributions.

Police Staff

If you wish to repay your pension contributions you must elect to do this within 30 days of the end of your maternity leave. Please contact Greater Manchester Shared Services (GMSS)

They will advise you on the process for repaying your pension contributions.

Police Officers

If you wish to repay your pension contributions you must elect to do this within 3 months of the end of your maternity leave.

5.20 Miscarriage, still-birth or death of a baby

Please see the [Pregnancy Loss Policy](#) for information and support.

5.21 Fertility Treatment

If you are undergoing treatment to assist conception, we'll allow you reasonable time off for medical appointments and procedures. Please refer to the [Fertility Treatment Management Guidance](#).

If your treatment includes implantation of a fertilised egg, you are considered pregnant until a pregnancy test is conducted.

5.22 Neonatal care

If your baby receives neonatal care for more than seven continuous days before they reach 28 days old, you can apply for a period of special leave, which would then follow on from your maternity leave.

The amount of special leave will depend on your individual circumstances and will reflect the amount of time your baby has spent in neonatal care.

5.23 Return to work

We'll assume you'll be returning to work at the end of your maternity leave period. You're not allowed to return to work for at least 2 weeks after the birth of your baby. If you wish to change your return to work date and you're a police officer you must give GMSS 21 days' notice. If you're police staff you must give 8 weeks' notice. You must also tell your manager.

Police Staff

You're entitled to return to the same job on the same terms and conditions. However, in exceptional circumstances, for example redundancy, we might not be able to give you the same job back. If this happens, we'll offer you another job where there is a vacancy, as long as:

- it's suitable for you, and
- the work, workplace and your terms and conditions aren't substantially less favourable than your old job.

Please see the [Redeployment Procedure](#) for more information.

5.24 Phased return to work

If you wish you can return to work on a phased basis over four weeks. The phased return can be adapted to your specific needs. The phased return should start with a minimum of 50% of working hours in week 1, progressing back to working full hours by week 4. The suggested pattern is 50% of working hours in week 1, 75% in week 2, 87.5% in week 3 and 100% in week 4. This pattern can be altered or extended to suit your individual needs.

If a phased return is required for a longer period than the recommended four weeks, you will be referred to Occupational Health for advice on the extension.

Using your accrued annual leave and bank holidays

Using your accrued annual leave and bank holidays may enable you to extend further your return to work on a phased basis. If you wish to use your leave in this way we will try to support your request wherever possible. Please discuss requests with your line manager.

5.25 Career Breaks (Police Officers only)

Please refer to our [Career Break policy](#).

5.26 Continuous Service (Police Staff only)

If you decide to resign, then all your continuous service with us, and any other qualifying body, will be protected for certain entitlements, if you return to the Police service within 8 years. This applies only if you've not had any other permanent jobs during that time.

6. Procedure

6.1 When to Apply for Maternity Leave

Apply as soon as possible. This should be:

- before the Qualifying Week, or
- at least 28 days before you start your leave

6.2 How to Apply

Tell your manager, complete the [Maternity Application form \(1088\)](#) and send it to [Greater Manchester Shared Services \(GMSS\)](#).

We'll write to you within 28 days, to confirm your maternity entitlements and the date we expect you to return from maternity leave.

You can change the date you plan to start your maternity leave but you need to give us at least 28 days' notice.

Send your MATB1 certificate to [GMSS](#) as soon as you receive it. If we don't receive this from you, we can't pay you maternity pay.

If you have to start your maternity leave early, due to pregnancy-related sickness or your baby being born early, you should let [GMSS](#) know as soon as possible.

6.3 Maternity Leave Contact Agreement

Before you start maternity leave your line manager will meet with you to discuss the contact you'd like to have during your maternity leave, to agree who will be making that contact and the methods to be used. The method and frequency of contact should be confirmed at least 4 weeks before you are due to go on maternity leave by completing the [Contact Agreement Leave form](#).

If your line manager changes during your maternity leave, your new line manager will receive a copy of your [Contact Agreement Leave form](#)

6.4 Shared Parental Leave

If you wish to share your maternity leave you will need to bring your maternity leave to an end. Please refer to the [Shared Parental Leave Policy](#)

6.5 Birth of your baby

You must write to [Greater Manchester Shared Services \(GMSS\)](#) when your baby is born to tell them your baby's date of birth and your PIN/Collar number

6.6 KIT Days

If you arrange a KIT day with your manager, your manager will complete a [kit day form](#) and submit it to [GMSS](#) so that you can be paid for the hours that you've worked.

Your manager will keep a record of the number of KIT days you have taken and inform GMSS, making sure you don't exceed 10 KIT days.

You should also keep your own record of the number of KIT days you have worked to make sure you don't work more than 10 KIT days.

You can't receive more than full pay, so it's recommended that KIT days are taken when you aren't receiving full pay, except for officers who can be paid for hours work .

Police officers who have a KIT day whilst on full pay on maternity leave can be paid for the hours worked at the end of the full pay period..

KIT days can be used for training and assessments e.g. police officers can undertake Public Safety Training and the Job Related Fitness Test. A risk assessment will be required before any training or assessment is undertaken.

6.7 Returning to work after Maternity Leave

Your line manager will arrange a face to face meeting to discuss your return to work and complete the [New Parent Return to Work Plan](#). The aim of the plan is to support you in your return to work and make this transition as smooth as possible.

If you wish to change your return to work date you must write to your manager and [GMSS](#) to confirm your new return to work date, giving the required notice (21 days if you're a police officer or 8 weeks if you're police staff). If you don't then your pay may be affected.

Police Staff

You should give as much notice as possible but a minimum of 8 weeks.

Police Officers

You should give as much notice as possible but a minimum of 21 days.

You can give your manager more advance notice of your return to work if you want to know your shift pattern earlier, for example, to arrange childcare.

Your manager will let the Resource Management Group know and they'll let you know what post you'll be returning to and your new shift pattern.

6.8 Flexible working

If you wish to apply to return to work on a flexible working pattern you should discuss this with your manager as early as possible, ideally three months before your return.

6.9 Resigning

If you decide not to return to work, you should notify your manager immediately. You'll need to give notice in line with your terms and conditions and complete a [Leaver Form](#).

6.10 Appeal rights

If you're not satisfied with the application of this policy, you should raise the matter with your manager first. If you're still not satisfied, you can raise a grievance under the 'Fairness at Work Policy'.

7. Associated Documents

GMP Forms:

[Maternity Application Form](#)

[Flexible working application form](#)

[Leaver Form](#)

[Contact Agreement Leave form](#)

[New Parent Return to Work Plan](#)

GMP Policies:

[Pregnancy Loss Policy](#)

[Shared Parental Leave Policy](#)

[Flexible Working Policy](#)

[Taking Time off Policy](#)

[Attendance Policy](#)

[Hybrid Working Policy](#)

GMP Guidance:

[Pregnancy Loss Management Toolkit](#)

[Pregnancy & New Parent Toolkit](#)

[Maternity Management Toolkit](#)

[Shared Parental Leave Management Toolkit](#)

[Alternative Fertility Treatment Management Toolkit](#)

[Flexible Working Management Toolkit](#)

[Taking Time Management Toolkit](#)

[Short Term Sickness Management Toolkit](#)

[Long Term Sickness Management Toolkit](#)

[Risk Assessment for New or Expectant Mothers](#)

[Fertility Treatment Management Guidance](#)

8. Statutory Compliance & Consultation

8.1 Equality Act 2010

Due regard has been had to the General Equality Duty. The Pregnancy Loss Policy promotes equality of opportunity in accessing support and time off relation to pregnancy loss. Having a protected characteristic will not impact on a member of staff's eligibility to apply for related leave or support. The provisions of this policy don't have a disproportionate impact on any member of staff with a protected characteristic.

For more detailed considerations, please see the [Equality Impact Assessment](#).

8.2 The General Data Protection Regulation (GDPR) and Data Protection Act (1998)

The policy and procedures are compliant with the Act and Regulation.

8.3 Freedom of Information Act (2000)

This policy could be published immediately, should a request be received under the Freedom of Information Act.

8.4 Consultation

Department	Comments
GMB	Detailed consultation has taken place with GMB on all revisions to the policy and their views have been taken into account.
UNISON	Detailed consultation has taken place with UNISON on all revisions to the policy and their views have been taken into account.
Police Federation	The Federation has been consulted on the revisions to the policy, and provided their comments which have been taken into account.
Superintendents Association	The Superintendents Association has been consulted on the revisions to the policy, and provided their comments which have been taken into account.
Staff support networks	The revisions to the policy have been shared with the SSNs and their comments taken into account.

9. Appendices

[Appendix A - Signposting, further reading and additional advice and support](#)

Signposting, further reading and additional advice and support**AIMS**

Association for Improvements in the Maternity Services - Campaigning for better births for all, protecting human rights in childbirth, independent information about pregnancy and birth, raising awareness of research. www.aims.org.uk

Baby Friendly Initiative

Transforming healthcare for babies, their mothers and families in the UK
<https://www.unicef.org.uk/babyfriendly>

Birthrights

Birthrights champions respectful care during pregnancy and childbirth by protecting human rights. We provide advice and information on your legal rights, train doctors and midwives, and campaign to change maternity policy and systems. <https://www.birthrights.org.uk>

BLISS

Bliss is a charity aimed at helping babies born too soon and too small
<https://www.bliss.org.uk>

Bounty

Bounty work with leading manufacturer to provide expectant and new mother packs containing information, advice, try-before you buy samples. They have five free packs which are made available to new and expectant mothers www.bounty.com

Daycare Trust

A childcare charity www.daycaretrust.org.uk

Deaf Nest Project

Supporting Deaf Parents In Childbirth www.deafnest.com

Evidence Based Birth

Evidence that Empowers! An evidence based resource for parents, professionals and the public. Home - Evidence Based Birth® www.evidencebasedbirth.com

Gov.uk – Information about help available for childcare costs <https://www.gov.uk/help-with-childcare-costs> and advice around Health and Safety in your workplace.
www.hse.gov.uk

2 Wish upon a Star

A charity which provides bereavement support for families who have suddenly and traumatically lost a child or young adult aged 25 years or under <http://2wishuponastar.org>

Kicks Count

Kicks Count aims to reduce the UK's high stillbirth and neonatal death rate by raising awareness of baby's movements <https://www.kickscount.org.uk/our-mission>

Mummy's Star

A unique charity providing dedicated cancer support in the UK & Ireland www.mummys-star.org

Maternity Action

Fighting for the better maternity rights – www.maternityaction.org.uk

Pelvic Support Partnership

A charity supporting you with information around Pelvic Girdle www.pelvicpartnership.org.uk

RCM (Royal College of Midwives)

Provide support to midwives and families, engaging in national childbirth campaigns. <https://www.rcm.org.uk>

RCOG (Royal College of Obstetrics and Gynaecology)

Works to improve women's health care across the world. RCOG work with a range of partners both in the UK and globally to improve the standard of care delivered to women, encourage the study of obstetrics and gynecology (O&G), and advance the science and practice of O&G. <https://www.rcog.org.uk/>

SANDS

The leading stillbirth and neonatal death charity. www.sands.org.uk
Start4Life - Trusted NHS help and advice during pregnancy, birth & parenthood. Start4Life (www.nhs.uk)

Spinning Babies

Exploring activities with anatomy and physiology in a way that allows baby to release rather than "be delivered" by mechanical manipulation or force www.spinningbabies.com

Tommy's

A charity giving babies the best chance of being born healthy www.tommys.org

UNICEF

Also known as the United Nations Children's Fund, UNICEF is a United Nations agency responsible for providing humanitarian and developmental aid to children worldwide. <https://www.unicef.org.uk>

Working Families

Helping working parents and carers achieve work-life balance www.workingfamilies.org.uk

World Health Organisation

The World Health Organization works to provide the needed health and well-being evidence <https://www.who.int>

NICE

National Institute for Health & Care Excellence provides national guidelines for pregnancy, birth and postnatal. <https://www.nice.org.uk/Guidance/Conditions-and-diseases/Fertility--pregnancy-and-childbirth/Pregnancy>

Breastfeeding Network (BfN)

A charity which aims to be an independent source of support and information for breastfeeding women and others <https://www.breastfeedingnetwork.org.uk>