



Date: 06/05/2025
Our ref: 01/FOI/25/014535/O

FREEDOM OF INFORMATION REQUEST REFERENCE NO: 01/FOI/25/014535/O

I write in connection with your request for information dated 03/04/2025, received by Greater Manchester Police (GMP) for the following information:

I am writing to make a Freedom of Information request on behalf of the UNISON members at Transport for Greater Manchester (TfGM). TfGM are currently reviewing their Family Friendly policies and aims to benchmark them against comparable organisations such as yours.

Please may you provide any policies that cover supporting employees who:

- * *Are carers for adults*
- * *Have dependants or children under 18*
- * *Are experiencing bereavement*
- * *Any other Special Leave*

If you do not have any official policies, could you provide some recent anonymised examples of how employees have been supported by your organisations during personal crises involving these issues, including details on pay, leave and decision-making processes?

Any policies or documents shared with us will be distributed only to a small number of UNISON members and HR representatives of TfGM.

Result of Searches

Following receipt of your request searches were conducted within Greater Manchester Police (GMP) to locate information relevant to your request. I can confirm that the information you have requested is held by GMP. However, I am not obliged to supply you with all of the information as an exemption applies.

Section 17 of the Freedom of Information Act 2000 requires Greater Manchester Police, when refusing to provide such information (because this information is exempt) to provide you, the applicant, with a notice which: (a) states that fact, (b) specifies the exemption in question and (c) states (if that would not otherwise be apparent) why the exemption applies. Where

redactions occur in the attached policies, that is because that information is exempt from disclosure by virtue of the following exemption: **Section 40(2) – Personal Information.**

Section 40(2) represents information that identifies a living individual, to disclose this information would breach the principles of the Data Protection Act 2018. Personal data is defined by Section 1 of the Data Protection Act 1998 and means data that relates to an individual who can be identified directly or indirectly from that data.

Section 40 is an absolute exemption and there is no requirement to conduct a public interest test for such data.

Please find the following policy documents attached:

- Paternity Leave Policy
- Adoption Leave Policy
- Maternity Leave Policy
- Taking Time Off Policy
- Shared Parental Leave Policy
- Pregnancy Loss Policy
- Neonatal Care Policy
- Supporting Carers Policy



GREATER MANCHESTER
POLICE

Paternity Leave

Policy

Version 12

April 2025

DATE THIS VERSION OF THE POLICY IMPLEMENTED: April 2025

DATE NEXT REVIEW IS DUE: April 2027

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	
12	April 2025	Updated with new section 5.7 Neonatal Care. This is to reflect the new Neonatal Care (Leave and Pay) Act 2023.	Strategic Policy & People Relations	

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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).

Neonatal Care

Medical care received in a hospital or, following hospital discharge, in another place where the child remains under consultant-directed care given by health professionals, including palliative or end-of-life care.

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 Neonatal care

If your baby receives neonatal care for more than seven continuous days before they reach 28 days old (counted from the day after the neonatal care started), you may be eligible for neonatal care leave. Please see the [Neonatal Care Policy](#) for more details.

5.8 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](#).

5.9 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.

5.10 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.

5.11 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](#)

[Neonatal Care Policy](#)

[Pregnancy Loss Policy](#)

GMP Toolkits:

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

[Neonatal Care Management 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.



GREATER MANCHESTER
POLICE

Supporting Carers

Policy

Version 1

5th April 2024

DATE THIS VERSION OF THE POLICY & PROCEDURE IMPLEMENTED: April 2024

DATE NEXT REVIEW IS DUE: April 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: New

VERSION NO	DATE	SUMMARY OF CHANGES	AUTHOR(S)	PUBLISHED ON CC ORDERS
1	5 April 2024	New policy introduced.Carers leave introduced by legislation 6 April 2024	Strategic Policy and People Relations	CC order 2024/15

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1. Policy Statement

This policy sets out Greater Manchester Police's commitment to supporting carers and the support that we offer to you to enable you to combine work with care.

You may have caring responsibilities and need our support to combine work with care. We have adopted this policy to demonstrate our support for you as a carer and to set out what support is available.

1.1 Aims

The aims of this policy are to:

- give you a clear understanding of what support is available for carers in Greater Manchester Police.
- explain how to access the support.

2. Scope

This policy applies to all 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

Carer

A carer is someone, who without payment, provides help and support to a dependant, who may be a partner, child, relative, friend or neighbour, who couldn't manage without their help. This could be due to age, physical or mental illness, addiction or disability. A carer is protected from discrimination or harassment connected to their caring responsibilities. This is because carers are counted as being associated with someone who is already protected by the law because of their age or disability.

A caring role which relates solely to a child or children who don't have a long-term illness or disability, is not that of a carer as defined in this policy. If you are a parent carer of a non disabled child/children you should refer instead to the [Taking Time Off Policy](#) and [Flexible Working Policy](#).

Caring experiences vary – a working carer might be providing constant support or a few hours a week; the care might be at home or they might have to travel to support someone.

The activities that carers undertake are wide ranging, including:

- help with personal care;
- help with mobility;
- co-ordinating with medical/care services;
- managing medication;
- practical household tasks;
- emotional support; and
- help with financial matters or administration.

Caring might be a sudden experience (following an illness or accident) or it might be more of a gradual process, where the carer realises, for instance, that their parents can no longer manage on their own.

Dependant

A dependant is a staff member's spouse, civil partner, child or parent, a person who lives in the same household as them (but not by reason of being their employee, tenant, lodger or boarder) or anyone who reasonably relies on them for assistance if they are ill or injured.

Dependant's leave

Time off work to deal with a situation and to take action in the event of any unexpected or sudden problem with a dependant.

Carer's leave

The amount of leave you can take.

Carer's Support Plan

This [document](#) is for recording how your caring responsibilities affect your role in GMP and also promotes the information, advice and support available.

Wellbeing Passport

The [Wellbeing Passport](#) can be used by anyone who needs adjustments to their work because they are a carer. The Wellbeing Passport provides a way for you to explain to a new manager about your situation and any adjustments required, without having to go into the detail of any medical condition, disability or family circumstances

You can choose whether you wish to have a Wellbeing Passport.

Workplace Adjustments

Workplace adjustments are a practical way to support staff to combine work with caring duties, by making changes to their work.

Employee Assistance Programme (EAP)

A free and confidential information, support and counselling service. Available 24 hours a day to support you with work or personal issues. (See [People Pages](#) for contact details).

4. Roles & Responsibilities

Responsibility of Managers

Managers must ensure that staff are dealt with as individuals. No two caring situations are the same. They must treat staff sensitively, fairly and in line with this policy.

Managers are responsible for creating a workplace culture that is supportive of carers, by encouraging staff to make use of the support offered and encouraging discussion around carers' issues.

Managers must meet with staff and signpost the support that is available within GMP for carers.

Responsibility of Staff

You should follow the guidance in this policy when submitting requests and give as much notice as possible.

You are responsible for making requests that are reasonable.

Responsibility of HR staff

HR staff are responsible for advising line managers and staff about the support that can be provided for carers.

5. Principles

5.1 Staff who are Carers

We recognise that your needs as a carer of a disabled child or adult differ from the needs of staff with routine childcare responsibilities.

Caring can be unpredictable and emotionally upsetting. You may become a carer with little notice, for example, where a family member has a stroke, or your caring responsibilities may develop over time, for example where the family member you are caring for has a debilitating long-term health condition.

With routine childcare, the child's journey is more predictable as they grow older, go to school and become more independent. The milestones of caring may go in the opposite direction, for example an elderly parent may become more frail and

dependent over time, and a disabled child may continue to have significant support needs when they become an adult.

We aim to give carers the same recruitment and career opportunities as everyone else. We will give you as much support as possible to achieve this objective. You don't have to disclose your Wellbeing Passport and/or Carer's Support Plan during recruitment processes. However, we encourage you to share this with your new manager, once you have received a conditional offer. This is so that your new manager can look to put support in place for when you start your new role.

5.2 Discrimination by Association

It should be noted that there's a potential for discrimination by association for those with caring responsibilities. You can be discriminated against because you are associated with another person who has a protected characteristic. For example, you have a disabled child and take time off work to care for the child. Less favourable treatment because of this is known as 'associative discrimination' (on the grounds of disability).

Associative discrimination is unlawful and is not acceptable at GMP. Tell your manager as soon as possible if you have any issues or concerns regarding discrimination by association. You can also submit a complaint using the [Fairness at Work Policy](#).

More information about discrimination can be found in the [Diversity, Equality and Inclusion in Employment Policy](#).

5.3 Identification and Disclosure

You aren't required to disclose to your line manager that you are caring for someone, but are encouraged to do so. This will help us provide appropriate support to you. Line managers will respect the confidentiality of any information you provide to them.

When you disclose to your line manager that you are a carer, we'll process any personal data collected in accordance with our Data Protection Policy and Procedure. Data collected from the point at which you inform us of your caring responsibilities is held securely. It's only accessed by, and disclosed to, individuals for the purposes of supporting you in your caring responsibilities (for example, when dealing with requests for flexible working). You don't have to disclose your Wellbeing Passport and/or Carer's Support Plan during recruitment processes. However, we encourage you to share this with your new manager, once you have received a conditional offer. This is so that your new manager can look to put support in place for when you start your new role.

Where a line manager knows that their staff member has caring responsibilities, they should inform them about the support that we offer carers and encourage them to access the support offered. For example, if appropriate, they could signpost the [Wellbeing Passport](#), the [Disability Support Network](#) or [Parent Carers Peer Support Network](#).

5.4 Flexible working

All staff have the right to request flexible working. (For details of how this applies to student officers, please refer to the [Flexible Working Policy](#)).

We offer various types of flexible working:-

- Full-time working
- Part-time working
- Job-share
- Compressed hours
- Staggered hours
- Temporary reduced hours
- Annualised hours
- Term-time working

For further information on flexible working requests, please refer to our [Flexible Working Policy](#).

We also offer flexitime to some police staff. This is a system of working that gives these police staff the opportunity to vary their working hours in a limited way in order to meet the particular day to day requirements of their job and their personal needs. You should refer to our [Flexitime Policy](#) for more information.

Hybrid working is a form of flexible working where staff split their time between their default working location and a remote location. The remote location can be their home or another workplace. You should refer to our [Hybrid Working Policy](#) for more information.

5.5 Crisis situations

We recognise that your caring responsibilities mean that you cannot always plan ahead for time off. You may be called on at short notice and therefore the ability to take leave in an emergency is important for you.

You have the right to take a reasonable amount of time off work to assist or make arrangements for the care of your dependants. If you need to take time off for your dependants, you should refer to the section on dependant's leave in our [Taking Time Off Policy](#).

We also offer you the opportunity to request to work reduced hours for a temporary period to deal with a crisis situation. Your salary would be adjusted to reflect your decrease in hours. You should refer to our [Flexible Working Policy](#) for more information.

6. Procedure

6.1 Carer's Support Plan and Wellbeing Passport

You may wish to complete a [Carer's Support Plan](#) with your line manager to document your needs as a carer. This documents your needs as a carer at work and identifies solutions to those needs. It sets out the contact arrangements between you and your manager during emergencies.

The [Wellbeing Passport](#) offers a means of recording any adjustments you have agreed with your line manager in your Carer's Support Plan, without providing details of the caring responsibilities you are undertaking. The Wellbeing Passport

enables this information to travel with you if your job or line manager changes, whilst retaining privacy and avoiding having to detail repeatedly the reasons for your workplace adjustments.

You should ask to meet with your line manager to complete a [Carer's Support Plan](#). This will detail the support you need to combine caring with work. A copy of the plan is retained by both you and your line manager. You may wish to complete a [Wellbeing Passport](#) to record what you have agreed.

It is recommended that your Carer's Support Plan is reviewed every twelve months, or sooner if your circumstances change.

6.2 Carers Leave

You may need time off work to meet your caring responsibilities in addition to the time off permitted under the statutory right to take time off for dependants.

Time off to care for dependants (as detailed in the [Taking Time Off Policy](#)) is to deal with a crisis situation and to take action in the event of any unexpected or sudden problem relating to a dependant. The time off is to allow you to make the initial arrangements for your dependant if they fall ill, give birth or are injured or assaulted.

Carer's leave is in addition to the time off to care for dependants and is more appropriate when the time off is for a planned in advance. For example, you may need to attend medical appointments with the person you care for, or deal with their discharge from hospital.

You should discuss with your line manager any known leave needs relating to your caring commitments. This will help your manager and the other members of the team to plan work and other leave arrangements.

In addition to flexible working arrangements, we also offer you the following leave options:-

- You can make up time off that you have taken to meet your caring responsibilities at another time. This needs to be discussed with and approved by your line manager.
- You can take one week's paid carer's leave per year. This can be taken as a block of one week, as separate days or as half days. This leave can be used to provide care, to make arrangements for care to be provided, or to provide care whilst a primary carer is taking respite.
- We operate a system of career breaks for police officers only. You should refer to our [Career Break Policy](#).

Line managers will, where possible, approve your annual leave requests when you need to take time off to meet your caring responsibilities.

6.4 How to apply for carer's leave

Your manager will ask for details about why you need to take carer's leave and you should be prepared to show evidence to support your request for leave if your manager asks for it.

Taking carer's leave when no caring duties are being undertaken would potentially be a conduct issue.

Complete a leave application form and send it to your manager, who will complete their section and forward it to [Greater Manchester Shared Services \(GMSS\)](#).

6.5 Other support for carers

There may be other workplace adjustments and support mechanisms which could help you to combine work with caring duties. Please discuss any suggestions you have for workplace adjustments with your line manager who will be able to advise you whether they can be agreed. Some examples are:-

- the ability to make or receive calls in connection with your caring responsibilities and access to a private space to make/receive calls.
- ensuring that meetings aren't scheduled very early or very late in the day when you may be pressured for time.

The following support mechanisms are available:-

- Our employee assistance programme offers support on family issues including eldercare and childcare.
- We provide information about external sources of support for carers and their dependants on the staff intranet.
- We have a parent carers peer support network that provides practical peer-to-peer support and information for parent carers of those with additional needs.

6.6 Appeal Rights

There is no specific appeals process for this policy, so if you're not satisfied with the application of this policy you should raise a complaint under the [Fairness at Work Policy](#).

7. Associated Documents

GMP Forms

[Carer's Support Plan](#)
[Wellbeing Passport](#)

GMP Policies

[Flexible Working Policy](#)
[Taking Time Off Policy](#)
[Career Break Policy](#) (Police Officers only)
[Flexitime Policy](#) (Police Staff only)
[Hybrid Working Policy](#)

8. Statutory Compliance & Consultation

8.1 Statutory Compliance

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

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

Equality Act 2010

The Policy complies with the requirements of the Equality Act 2010. Whilst the policy applies equally to all staff, in line with the Carer's Leave Act 2023, provisions are in place to eliminate discrimination by association against staff who are caring for persons with protected characteristics, for example, the provision of flexible related leave provisions.

[Equality Impact Assessment](#)

8.2 Consultation

Department	Comments
GMB	Detailed negotiation/consultation has taken place with GMB on the introduction of this new policy and their views have been taken into account.
UNISON	Detailed consultation has taken place with Unison on the introduction of this new policy and their views have been taken into account.
Police Federation	Detailed consultation has taken place with Federation on the introduction of this new policy and their views have been taken into account.
Superintendents Association	Detailed consultation has taken place with the Superintendents Association on the introduction of this new policy and their views have been taken into account.
Staff Support Networks	The new policy has been shared with the relevant staff support networks and their views and comments have been taken into account.



GREATER MANCHESTER
POLICE

Adoption Leave

Policy

Version 15

April 2025

DATE THIS VERSION OF THE POLICY IMPLEMENTED: April 2025

DATE NEXT REVIEW IS DUE: April 2027

POLICY OWNER: Strategic Policy and People Relations Team

APPROVED BY: Chief Officer Group

GOVERNMENT SECURITY CLASSIFICATION: Official

IS THE POLICY NEW OR REVISED: Revised

VERSION NO	DATE	SUMMARY OF CHANGES	AUTHOR(S)	CC ORDERS
2	16.11.12	This policy combines the Adoption Leave Policy – Police Officers (version1) and the Adoption Leave Policy – Police Staff (Post April 2007) Rewritten in Plain English and using the new Force Policy Template. Management and HR guidance removed and separate Toolkits created. All key rights and principles previously agreed remain.	Policy and People Relations Unit	
3	03.02.14	Adoption Pay for Police Officers amended to reflect Home Office Circular 013/2013 also updated to include return of Agile Working Equipment.	Policy and People Relations Unit	
4	30.03.15	Amended to include Shared Parental Leave provisions and foster to adopt and surrogacy	Policy & People Relations	
5	24.03.16	Amended to include provision for the Primary Adopter's spouse, civil partner or co-habiting partner unpaid time off to attend appointments.	Policy & People Relations	
6	13.03.17	Amended in line with new HR Transformation changes and contact details Amended Reckonable Service for Police Officer – 52 weeks countable.	Policy & People Relations	

7	01.04.17	Amended due to changes in Police Staff National Terms and Conditions.	Policy & People Relations	
8	07.06.18	Notice to change return to work date for an officer corrected.	Policy & People Relations	
9	21.01.19	Updated to clarify and encourage using accrued annual leave for a phased return to work and contact with manager.	Policy & People Relations	
10		Updated with details of GDPR and Data Protection Act 2018	Policy & People Relations	
11	03.09.19	Clarification on impact on SAP if more than 10 KIT Days are taken	Policy & People Relations	
12	04.01.21	Update duration of paid adoption leave entitlement for police officers from 18 to 26 weeks, and amend police pension buy back period.	Strategic Policy & People Relations	
13	Jan 2021	Updated due to the HR Branch review Increase in paid adoption leave entitlement for police staff, from 18 to 26 weeks.	Strategic Policy & People Relations	
14	June 2024	Updated as part of the review of all HR equality related policies. Phased return added and KIT days clarified. New parent return to work, contact agreement, surrogacy and fertility treatment.	Strategic Policy & People Relations	
15	April 2025	Updated with new section 5.15 Neonatal Care. This is to reflect the new Neonatal Care (Leave and Pay) Act 2023.	Strategic Policy & People Relations	

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1. Policy Statement

Greater Manchester Police (GMP) is committed to supporting all officers and staff with their right to a family life. We recognise and respect that there are times when officers and staff will need time away if they choose to adopt a child(ren). We're committed to supporting staff during adoption leave and to promoting a healthy work-life balance.

1.1 Aims

The aims of this policy are to:

- give you a clear understanding of adoption leave entitlement, and
- explain the procedure you need to follow if you want to make an application for adoption leave.

2. Scope

This policy applies to all police staff and police officers, irrespective of your length of service or the number of hours worked each week.

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

This policy applies to the primary adopter of the child, for those parents in a surrogacy situation and for adopters who look after children as part of a foster to adopt arrangement. If you have a partner, they may be entitled to paternity leave.

3. Terms and Definitions

Adoption

Where we refer to 'adoption' this means where a child has been newly matched with you by an adoption agency. This can include an adoption from overseas where this is approved by the UK authorities. The following circumstances don't count as adoption:

- A step parent adopting their partner's child, and
- special guardianships.

Standard Adoption Leave

This is the first week of adoption leave (police officers only)

Week

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

Matching Date

The date you're told by the adoption agency that you've been matched with a child.

Matching Week

The week you're told by the adoption agency that you've been matched with a child.

Matching Certificate

The document that the adoption agency gives to you which details:

- the contact details of the adoption agency
- the date on which you were notified that you had been matched with a child
- the date on which the agency expects to place the child with you.

Official Notification

If you're adopting a child from overseas, this is a letter from the relevant domestic authority to confirm that you've been approved as a suitable adoptive parent. In this policy the week you receive this notification is considered to be your matching week.

Full Pay

Your 'full pay' will be based on your average weekly earnings over the eight week period prior to the last pay day before your matching week.

Statutory Adoption Pay (SAP)

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

SAP1 Form

The form we need to complete for you, if you're not eligible for SAP. The form is available from [direct.gov.uk](https://www.direct.gov.uk) website.

Keeping In Touch (KIT) Days

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

Shared Parental Leave

Adoption leave you wish to share with your partner.

Curtailed Notice

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

Neonatal Care

Medical care received in a hospital or, following hospital discharge, in another place where the child remains under consultant-directed care given by health professionals, including palliative or end-of-life care.

4. Rights and Responsibilities

Responsibility of Strategic Resourcing Branch

The Head of Strategic Policy and People Relations is responsible for developing an Adoption Leave Policy that supports the work-life balance of staff and our operational needs.

Responsibility of Greater Manchester Shared Services

[Greater Manchester Shared Services \(GMSS\)](#) will confirm to staff their entitlement to adoption leave and pay. Where necessary, GMSS will advise managers on the process for dealing with applications for adoption leave.

Responsibility of Managers

Managers are responsible for treating staff sensitively, fairly and in line with this policy.

Managers are responsible for ensuring any agile working equipment is returned to the IS Branch via the IS Surgery/HQ; if the member is to be absent for 3 months or more.

Responsibility of Staff

Staff should follow the policy when submitting requests for adoption leave and give as much notice as possible. If staff take a period of adoption leave for 3 months or more, they must return any agile working equipment assigned to them to the IS Branch via the IS Surgery/HQ before they take the leave.

5. Principles

5.1 Entitlement

You're entitled to adoption leave regardless of how long you have worked for us.

You can have up to 52 weeks adoption leave.

More than one child

You're only allowed one period of adoption leave regardless of the number of children you adopt at the same time. However, where another child is placed with you at a later date, under a separate matching certificate; you'll be entitled to another period of adoption leave. When your second period of adoption leave starts, your first period of adoption leave will end.

5.2 Starting Adoption Leave

Adopting a child from the UK

You can start your adoption leave on:

- the date of the child's placement, or
- a date you choose which is up to 14 days before the date you expect the child to be placed with you.

Adopting a child from overseas

If you adopt a child from overseas you can start your adoption leave on:

- the date the child arrives in the UK, or
- up to 28 days after the child arrives in the UK.

5.3 Sharing Adoption Leave

You must take the compulsory 2 weeks leave following the placement of your child. Thereafter, you may choose to share up to 50 weeks of your adoption leave with your partner.

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

5.4 Occupational Adoption Pay

Police Officers

1. If you have less than 26 weeks continuous service at the end of your matching week you'll be entitled to:
 - Week 1 Full pay
 - Week 2 – 52 Unpaid Leave
2. If you have between 26 weeks and 1 year continuous service at the end of your matching week you'll be entitled to:
 - Week 1 Full pay
 - Weeks 2 - 39 Statutory Adoption Pay (SAP)

- Weeks 40 - 52 Unpaid.
3. If you have 1 year or more continuous service at the end of your matching week you'll be entitled to:
 - Weeks 1 - 26 Full pay
 - Weeks 27 - 39 Statutory Adoption Pay (SAP)
 - 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 SAP over weeks 22-31. If you want to do this you must let [Greater Manchester Shared Services \(GMSS\)](#) know when you apply for adoption leave, otherwise we'll pay you full pay during weeks 1-26.

Police Staff

1. If you have less than 26 weeks continuous service at the end of your matching week you'll be entitled to:
 - Week 1 – 52 Unpaid Leave (you may be able to claim a social security benefit, contact the [Department for Work and Pensions](#) for more information)
2. If you have between 26 weeks and 1 year continuous service at the end of your matching week you'll be entitled to:
 - Weeks 1 - 39 Statutory Adoption Pay (SAP)
 - Weeks 40 - 52 Unpaid.
3. If you have 1 year or more continuous service at the end of your matching week you'll be entitled to:
 - Weeks 1 - 26 Full pay
 - Weeks 27 - 39 Statutory Adoption Pay (SAP)
 - 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 SAP over weeks 22 - 31. If you want to do this you must let [GMSS](#) know when you apply for adoption leave, otherwise we'll pay you full pay during weeks 1 - 26.

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

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

NB: If you qualify for SAP and a second child is placed with you, under a separate matching certificate; this is classed as a separate arrangement. You will be entitled to SAP from the date the second child is placed with you. Payment of SAP for the first child will continue to be paid.

5.5 Eligibility for Statutory Adoption Pay (SAP)

To be eligible for SAP you must:

- have at least 26 weeks service with us at the end of your matching week, or if adopting from overseas the point you reach 26 weeks service, and
- have normal pay which is as much as the lower earnings limit for National Insurance Contributions. This can be found on the direct.gov.uk website.

The amount of adoption pay we'll pay you depends on your length of continuous service. We'll write to you and tell you what we'll pay you. All payments will have tax, national insurance and pension contributions deducted.

If you're not eligible for adoption pay there may be other benefits you can claim. You should discuss this with your adoption agency.

5.6 Equipment

If you take a period of adoption 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 adoption leave.

5.7 Reckonable Service - Police Officers

We count 52 weeks of adoption leave as service in your rank for the purposes of pay, leave and part of any period of probation.

5.8 Contract of Employment - Police Staff

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

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

5.9 Right to Return to Work – Police Staff

You're entitled to return to the same job, on the same terms and conditions as if you hadn't been absent. In exceptional circumstances, for example redundancy, we will offer you a suitable alternative vacancy where one exists, so long as:

- it's suitable for you, and

- the work, location and you terms and conditions aren't substantially less favorable than your old job.

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

5.10 Disruption to placement

If your adoption leave has started and the adoption doesn't go ahead or is disrupted, your adoption leave will end 8 weeks later. However, you may give us notice that you wish to return earlier.

5.11 Keeping In Touch (KIT) Days

The maximum number of 'Keeping in Touch' days you can work without bringing your adoption 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 SAP 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 SAP for that week. However, this will be off set against your full time salary for the days you work within that week. 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.

5.12 Court Attendance

You may be required to attend court whilst on adoption leave. However, you can give details of your adoption 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.

5.13 Annual Leave and Bank Holidays

Annual leave and bank holidays accrue during adoption 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 child care arrangements.

5.14 Appointments

You're entitled to paid time off for appointments during the adoption process. However, you should show evidence of appointments if asked.

If you're the primary adopter's spouse, civil partner or co-habiting partner and have or expect to have responsibility for the child's upbringing, you're entitled to paid time off to attend compulsory appointments, where it's not possible to work around your shifts.

If you're a prospective adopter through surrogacy and wish to attend the medical appointments of your surrogate then you're entitled to paid time off to attend the appointments.

This is regardless of your length of service with us.

5.15 Neonatal care

If your baby receives neonatal care for more than seven continuous days before they reach 28 days old (counted from the day after the neonatal care started), you may be eligible for neonatal care leave. Please see the [Neonatal Care Policy](#) for more details.

5.16 Essential Car Allowance

If you've an essential car user you'll receive the lump sum for the whole of your adoption leave.

5.17 Car Loan Scheme

If you have a car loan at the time of starting your adoption leave, the deductions will continue to be made whilst you're on adoption leave. During any unpaid adoption leave we'll send an invoice to your home address for the required amount.

5.18 Cycle Scheme

Please refer to the Cycle Scheme.

5.19 Childcare Payments – Salary Sacrifice

If you're in the scheme then you should [contact Greater Manchester Shared Services \(GMSS\)](#) to discuss your continuing membership during your adoption leave.

5.20 Pensions

Whilst you're on 'paid' adoption leave we'll continue to deduct your pension contributions from the salary you receive. When your pay reduces we'll still deduct your full contribution.

Whilst on 'unpaid' adoption 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 on return from adoption leave you must elect to do this within 30 days of the end of your adoption leave. Please contact

████████████████████ and they'll send you a P38 pension form which you should complete and send to [GMSS](#).

Police Officers

If you wish to repay your pension contributions you must elect to do this within 1 month of the end of your adoption leave. Please contact ██████████

5.21 Surrogacy – Time Off

If you go through fertility treatment like IVF in order to achieve a successful pregnancy in a surrogate, then special leave as appropriate in the circumstances will apply. Please see the [Fertility Treatment Toolkit](#) for more information.

If you give birth as a surrogate you're entitled to full maternity leave, regardless of whether or not you're caring for the baby at any point during that time. Please see the [Maternity Policy](#) for more information.

[Section 5.15](#) details information about attending medical appointments.

5.22 Surrogacy – Miscarriage or Stillbirth

In the sad event of the surrogate mother experiencing a miscarriage then you as the prospective parents will be eligible for special leave. In the case of a stillbirth or death shortly after birth, you will be eligible for special leave and parental bereavement leave. Further details are available in the [Pregnancy Loss Policy](#).

6. Procedure

6.1 When and how to Apply for Adoption Leave

Adopting a child from within the UK

You should apply, using [Adoption Leave Form](#), for adoption leave within 7 days of receiving your matching date or as soon as possible after this date. You must [send Greater Manchester Shared Services \(GMSS\)](#):

- the date the child is expected to be placed with you
- a copy of your completed Adoption Leave form, and
- a copy of your matching certificate.

Adopting a child from overseas

You should apply, using the Adoption Leave Form, for adoption leave within 28 days of receiving your official notification and 28 days before you wish your leave to start. You must send [Greater Manchester Shared Services \(GMSS\)](#):

- the date you received official notification
- the date the child is expected to arrive in the UK
- a copy of your completed [Adoption Leave form](#) and

- a copy of your official notification.

Confirmation

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

You can change the date you plan to start your adoption leave as long as you give us at least 28 days notice.

6.2 Adoption Leave Contact Agreement

Before you start adoption leave your line manager will meet with you to discuss the contact you'd like to have during your adoption 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 adoption leave by completing the [Contact Agreement Leave form](#)

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

6.3 Shared Parental Leave

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

6.4 Keeping in Touch 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.

6.5 Returning to work after Adoption Leave

We'll assume that you'll return to work at the end of your adoption leave. If you wish to change your return to work date and you're a police officer you must give [GMSS](#) 28 days' notice. If you're police staff you must give 8 weeks' notice. You must also tell your manager.

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're a police officer, your manager will let the Resource Management Group know the date you're coming back. They'll then let you know what post you'll be returning to and your new shift pattern.

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.

6.6 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.

6.7 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.

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. Please see the [Flexible Working Policy](#) for more information.

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 in the first instance. If you're still not satisfied, you can raise a complaint under the [Fairness at Work Policy](#).

7. Associated Documents

[GMP Forms](#)

Adoption Leave Form

[Contact Agreement Leave form](#)

[New Parent Return to Work Plan](#)

[Flexible Working Application Form – Police Officers](#)

[Flexible Working Application Form – Police Staff](#)

[Leaver Form](#)

GMP Policies

[Taking Time Off Policy](#)

[Paternity Leave Policy](#)

[Neonatal Care Policy](#)

[Shared Parental Leave Policy](#)

[Flexible Working Policy](#)

[Pregnancy Loss Policy](#)

GMP Guidance

[Adoption Leave Management Toolkit](#)

[Shared Parental Leave Management Toolkit](#)

[Neonatal Care Management Toolkit](#)

[Pregnancy Loss Management Toolkit](#)

[Pregnancy and New Parent Mental Health Guidance](#)

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 all revisions to the 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 have 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.

Maternity

Policy

Version 28

April 2025

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. Updated due to HR Branch review	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.		
29	April 2025	Updated section 5.22 Neonatal Care to reflect the new Neonatal Care (Leave and Pay) Act 2023.	Strategic Policy & People Relations	

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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.

Neonatal Care

Medical care received in a hospital or, following hospital discharge, in another place where the child remains under consultant-directed care given by health professionals, including palliative or end-of-life care.

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 on 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) on [REDACTED]. 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. Please contact [REDACTED]
[REDACTED]

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 (counted from the day after the neonatal care started), you may be eligible for neonatal care leave. Please see the [Neonatal Care Policy](#) for more details.

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](#)

[Neonatal Care 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](#)

[Neonatal Care 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>



GREATER MANCHESTER
POLICE

Taking Time Off

Policy

Version 29

23rd April 2025

DATE THIS VERSION OF THE POLICY & PROCEDURE IMPLEMENTED: July 2024

DATE NEXT REVIEW IS DUE: July 2026

POLICY 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	20/7/12	This policy replaces the provisions in the Family and Dependant Leave Policy (version 1). It also incorporates provisions for time off taken from the Managing Attendance policy version 2 but not included in the Attendance Management Policy version 3. These provisions have been rewritten in Plain English and using the new Force Policy Template. Management and HR guidance removed and separate Toolkits created. All key rights and principles previously agreed remain.	Policy and People Relations Unit	
2	03/02/2014	Parental leave Section changed to reflect the increase in parental leave from 13 weeks to 18 weeks , in line with change in legislation and Home Office Circular 013/2013	Policy and People Relations Unit	
3	17/10/2014	Policy updated to include entitlement for fathers and partners to attend antenatal appointment. This is to reflect the change in legislation from the Children and Families Act 2014	Policy and People Relations Unit	
4	07/11/2014	Updated to include time off for Volunteer Cadet Team Leaders	Policy and People Relations Unit	
5	28/1/15	Updated to clarify Parental Leave and Shared Parental Leave. Amended to clarify no recompense when on a rest day. Amended to include pension contact details.	Policy and People Relations Unit	
6	16/04/15	Paragraph on Jury service updated.	Policy and People Relations Unit	

7	28/04/2015	Heading on Attending Court as a Witness updated. Amended to include organ donation	Policy and People Relations Unit	
8		Amended to include the Annual Leave provision from the Staff and Officer Handbooks, to provide details of all time off under this policy.	Policy and People Relations Unit	
9	20/12/2015	Amended to incorporate changes to ESP for Special Constables and Police Support Volunteers	Policy and People Relations Unit	
10	05/04/16	Clarification of provisions for taking time off to attend internal awards ceremonies	Policy and People Relations Unit	
11	13/10/16	Updated : - to bring in line with the new Attendance Policy. - to include provision of time off for Police staff to attend a recognised Treatment Centre. - to include time off non-elected representatives acting as a police friend. - to be clearer on unpaid leave requests. - To be clearer on time off for reservist.	Policy and People Relations Unit	
12	13/03/2017	Amended to bring in line with HR Transformation Removed reference to April 2015 date in Parental Leave.	Policy and People Relations Unit	
13	October 2017	Amended to incorporate current policy re attendance at police treatment centres to cover St Michaels Lodge.	Policy & People Relations Unit	
14	02/10/18	Updated due to the agreement of changes to Annual Leave provision for Direct Entry Inspectors	Policy and People Relations Unit	
15	21/02/19	Amended section on jury service to remove requirement to submit loss of earnings form	Policy and People Relations Unit	
16	October 2018	Amendment to reflect implementation of the GDPR	Policy and People Relations Unit	
17	April 2020	Amendments to time off for, reservists, mountain rescue and sporting events Updated to include the new entitlement for time off under the Parental Bereavement Leave Regulations 2020	Policy and People Relations Unit	

18	22 Feb 2021	Updated due to HR Branch review	Strategic Policy & People Relations	
19	20 July 2021	3.2 - Parental Bereavement Leave payment, amended due to new police regulation - Annex TA. 3.10 - Added link to the Alternative Fertility Treatment Management Toolkit	Strategic Policy & People Relations	
20	14 Sept 2021	Changes to ESP leave for volunteers and hyperlink to Alternative Fertility Treatment Management Toolkit added.	Strategic Policy & People Relations	
21	13 June 2022	Removal of restrictions on time off for reservist activities not applying to those in support or training roles.	Strategic Policy & People Relations	
22	18 July 2022	Increase ESP Leave provision for Special constables to cover initial and refresher PST and First Aid training.	Strategic Policy & People Relations	
23	28 Sept 2022	Amended 3.3 Special Leave and 3.4 Time off to care for dependants. This is to give clarity that the paid time off granted is to be reasonable to the individual circumstances. Added that Special Leave is in addition to Parental Bereavement Leave.	Strategic Policy & People Relations	
24	20 th Jan 2023	Para 3.7 (Non-essential medical procedures), removed. The requirement to use annual leave for non – essential procedure will no longer apply. Normal provision of attendance management policy will apply from day 1.	Strategic Policy & People Relations	
25	26 th Oct 2023	Inserted section under Time Off for Reservist Activities to mention mobilisation and the expectation that this would be supported by the organisation.	Strategic Policy & People Relations	
26	5 th April 2024	Sections on Fertility Treatment, Disability Related Leave and Gender Reassignment have been updated as part of the review of all HR equality related policies.	Strategic Policy & People Relations	CC Order 2024/19
27	15 th July 2024	Extended Reserve Forces Leave provision to student officers, so long as certain criteria have been met.	Strategic Policy & People Relations	
28	1 st April 2025	Updated annual leave entitlements for officers with guidance on transition period	Strategic Policy & People Relations	CC Order 2025/12
29	23 rd April 2025	Updated with process for carry over of more than a week's leave for suspended officers	Strategic Policy & People Relations	

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1. Policy Statement

Staff attendance at work is vital for GMP to successfully deliver its policing plan and the policing pledge.

However, we understand that there will be occasions when you need to take time off and we will carefully consider requests for leave. We believe that allowing time off can benefit both staff and GMP by promoting work-life balance, retaining valued staff, reducing unplanned absences, and increasing morale.

1.1 Aims

The aims of this policy are to:

- Give you a clear understanding of the Taking Time Off Policy
- Explain the procedure you need to follow if you want to make an application for time off.

2. Scope

This policy applies to all Police Staff and Police Officers.

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

3. Roles & Responsibilities

Responsibility of Strategic Resourcing Branch

Head of Strategic Policy & People Relations is responsible for developing a Taking Time Off Policy that supports the work-life balance of staff and the operational needs of GMP.

[Greater Manchester Shared Services \(GMSS\)](#) will advise managers on the process for considering applications for time off.

Responsibility of Managers

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

Responsibility of Staff

Staff should follow the appropriate procedure for submitting requests for time off, and ensure they give as much notice as reasonably practicable. If further leave is

required after the initial request has been approved, staff must ensure they submit a further request to their line manager.

Staff should try to use annual leave, lieu days, CTO, or flexi time to deal with domestic difficulties, where possible.

4. Terms and Definitions

If a leave entitlement is limited to a certain amount 'per year', this means a rolling period of 12 months. A 'week' is a continuous period of 7 calendar days. Leave would usually be granted on a pro-rata basis for part-time staff.

4.1 Annual Leave

Greater Manchester Police (GMP) is committed to help you maximise your health, safety, and wellbeing. Your entitlement to paid annual leave will help you to achieve this and enjoy a good work life balance. Time off work using your annual leave entitlement can allow you to manage your personal commitments (i.e.: appointments, childcare, and home emergencies) and enjoy periods of rest, relaxation, and leisure.

To help you to maximise your health, safety, and wellbeing, we encourage you to use all of your entitlement to paid annual leave in each leave year. However, where you have not taken the full amount, you are able to carry forward a weeks' worth of annual leave to the next leave year. You may be allowed to carry forward more than this if:

- You are a student officer in your first year of service
- You are on maternity leave
- You have been off sick for the majority or all of the leave year and have been unable to take annual leave within that leave year

You'll need authorisation from your District / Branch Commander to carry forward more than a week's worth of leave.

For suspended police officers, requests to carry forward more than a week's worth of leave will be forwarded to the Head of PSD by your District / Branch Commander for consideration.

The annual leave year runs from 1st April to 31st March. The number of days' annual leave you're entitled to can take each year will depend on your role and length of service.

Annual leave entitlements for part time staff and / or part years are allocated on a pro-rata basis and rounded up to the nearest half day.

Police Officer Annual Leave Entitlements:

Annual leave entitlement for all new officers recruited on or after 1st April 2025:

Length of service	Leave entitlement
Less than 6 years' relevant service	25 days/200 hours
6 or more years' relevant service	26 days/208 hours

7 or more years' relevant service	27 days/216 hours
8 or more years' relevant service	28 days/224hours
9 or more years' relevant service	29 days/232 hours
10 or more years' relevant service	30 days/240 hours

What are the changes to federated rank officers annual leave from 1st April 2025?

The following changes to annual leave entitlements for Constables to Chief Inspectors will take effect from 1st April 2025.

- Annual leave entitlement for new officers joining on or after 1st April 2025 will increase from 22 to 25 days.
- All officers with less than two years' service on 1st April 2025 will receive an additional three days of annual leave, to bring their new entitlement to 25 days per year.
- Further changes to reduce the time it takes officers to reach the maximum leave entitlement from 20 years to 10 years.

How will the changes to annual leave affect my annual leave entitlement?

The transitional arrangements will be over a three-year period and will start on 1st April 2025 and finish on 31st March 2028.

During the transition period, you will receive additional annual leave days, to move you towards your new entitlement. The point at which you receive the additional days will be based on your reckonable service for annual leave. If this is part way through the leave year it will be calculated pro-rata, in line with current policy, for the initial year.

[Appendix 1 of CC Orders 2025/17](#) shows annual leave entitlement for all new officers recruited on or after 1st April 2025, and annual leave entitlements for the leave year 2025/2026, 2026/2027 and 2027/2028 for officers recruited before 1st April 2025.

Direct Entry Inspectors

Annual leave entitlement for all new Direct Entry Inspectors recruited on or after 1st April 2025:

Length of service	Leave entitlement
Less than 2 years' relevant service	25 days/200 hours
2 or more years' relevant service	26 days/208 hours
3 or more years' relevant service	27 days/216 hours
4 or more years' relevant service	28 days/224hours
5 or more years' relevant service	29 days/232 hours
6 or more years' relevant service	30 days/240 hours

[Appendix 2 of CC orders 2025/17](#) shows the annual leave entitlement for all new Direct Entry Inspectors recruited on or after 1st April 2025. It also shows leave entitlements for the leave year 2025/2026, 2026/2027 and 2027/2028 for Direct Entry Inspectors recruited before 1st April 2025.

Superintendent and Chief Superintendent are entitled to 248 hours annual leave.

Police Staff Annual Leave Entitlements:

<u>Length of service</u>	<u>entitlement in days</u>	<u>entitlement in hours</u>
Less than 5 years' relevant service	24	174
5 or more years' relevant service	29	210.25
10 or more years relevant service	32	232

For information on Bank Holidays please refer to People Pages.

In some circumstances requesting other types of leave might be appropriate.

Time off for family or personal reasons**4.2 Parental Bereavement Leave**

If you're a parent who suffers the devastating loss of a child(ren) you're entitled to 2 weeks paid parental bereavement leave for each child that passes away.

For the purposes of Parental Bereavement Leave a 'parent' is defined as:

- a biological parent
- an adoptive parent
- a stepparent
- the intended parent of a child, i.e., surrogacies
- someone who has parental responsibility for a child under the age of 18 or
- a parent who has suffered a stillbirth after 24 weeks of pregnancy

Parental Bereavement leave can be taken as one block of two weeks or two blocks of one week. We'll pay full pay for the two weeks. You'll need to take the leave within 56 weeks of the death of your child.

You should provide us with as much notice as possible if you wish to take parental bereavement leave, this will help us to provide you with support at the earliest opportunity. However, you should give us at least one weeks' notice of your intention to take the leave if you wish to take the leave after 56 days from the death of your child.

4.3 Special Leave

You can request special leave if you suffer a bereavement. We may also approve special leave in circumstances other than bereavement, but this must be authorised by your District / Branch Commander. We'll allow a reasonable amount of special leave. We'll pay you for any approved special leave.

We recognise that all situations are different, so we can't specify how much leave we'll grant in each circumstance. But we'll consider whether you're required to make the funeral arrangements; whether the person lived with you; and your bereavement and welfare needs.

The below is a guide to when special leave will be granted, each case will be different and managers will take individual needs into consideration:

- Spouse (or Partner) or close family member (for instance: child, mother, father, brother, sister) – Normally up to 6 days special leave is all that is required. However, managers will consider your individual situation and can approve more special leave which is appropriate to your needs.
- Extended family relations (for instance: grandparents, aunts, uncles, mother/father in law or a dependant to whom you are not related but they relied upon you for their care) – in most cases, special leave to attend the funeral may be all that is required.
- Other relatives (for instance: cousins, nephews/nieces, brother/sister in law and friends) – in most cases annual leave should be used

If you're a parent who suffers the devastating loss of a child(ren) (under the age of 18) special leave can be taken in addition to Parental Bereavement Leave.

Let your manager know as soon as possible if you wish to take special leave.

4.4 Time Off to Care for Dependants

We'll allow you a reasonable amount of time off work to deal with a situation and to take action in the event of any unexpected or sudden problem this will allow you to make the initial arrangements for your dependant in the following circumstances:

- to provide assistance when your dependant falls ill, gives birth (this doesn't impact eligibility to paternity leave) or is injured or assaulted;
- to make arrangements for the provision of care for your dependant who is ill or injured;
- to deal with an incident which involves your child, and occurs unexpectedly at times when an educational establishment is responsible for them, or
- to make arrangements when the usual provision of care of your dependant has been unexpectedly disrupted or terminated

Your 'dependant' may be:

- your spouse (or partner);
- your child; or a child who is not yours, but lives in your house (and you are their primary carer) such as a foster child;
- your parent;
- someone who lives with you as part of your family (a family member or a friend);
- anyone who relies on you to make provision for their care.

The right to time off to care for a dependant can apply to a wide range of different circumstances. Whilst there is no set amount of time allowed to deal with the unexpected or sudden issue, in most cases a short period of time to resolve the need for care will be given as dependants leave, however each case will be considered on your individual circumstances. A sudden problem can occur with an existing caring situation. Appendix A in the [management toolkit](#) provides a guide of how much and when time off to care for dependants should be considered.

The right to time off to care for a dependant isn't for long term care arrangements, for example child care or nursing a sick relative, in these cases speak to your manager to consider other options to support you such as a flexible working plan or a carers plan.

Inform your manager as soon as reasonably possible if you wish to take time off to care for your dependant. You should explain the reason for your absence and how

long you expect to be absent. We'll allow you reasonable time off to make arrangements.

Staff finding themselves dealing with an unexpected or sudden need to provide care to a dependant should very quickly start to actively explore options for alternative caring arrangements.

The same provisions apply to staff who are hybrid workers.

4.5 Parental Leave

Parental Leave shouldn't be confused with Shared Parental Leave which is a separate entitlement. Please refer to the [Shared Parental Leave Policy](#) for more information.

You may want to apply for Parental leave to care for your child. This leave is unpaid. You can take parental leave if you've completed one year's continuous service with GMP. We'll allow you a total of 18 weeks parental leave per child, as long as:

- your child is under the age of 18; or
- you have adopted a child under the age of 18; or
- you have acquired formal parental responsibility for a child who is under 18 years old.

If you're a new mother you can add parental leave to your maternity leave, to form a continuous break.

If you're a member of police staff, you may only take up to four weeks parental leave (per child) per year.

If you are a police officer, you may take up to eighteen weeks leave (per child) in a year.

We grant you parental leave in blocks of a week. If you take leave for a period of less than a week, we'll only deduct your pay for working days absent. However, we'll still count it as a week from your entitlement of parental leave.

If your child has a disability, you're entitled to 18 weeks parental leave up to your child's 18th birthday. You may take your leave as single days rather than in blocks of one week. (For the purpose of this policy, we recognise that your child has a disability if he or she is entitled to disability living allowance).

You must give at least 21 days' notice of your request to take parental leave. If you wish to take parental leave straight after the birth or adoption of your child, you should give 21 days' notice before the beginning of the expected week of childbirth or placement. If this isn't possible, give us notice as soon as you can. For example, if your child is born prematurely or where less than 21 days notice is given that a child is to be placed with you for adoption.

We may postpone parental leave for up to a maximum of six months from the date you wish take the leave if the service would be unduly disrupted. However, we won't postpone leave when you give notice to take it immediately after the time your child is born or placed for adoption (subject to the exigencies of service).

Time Off for a medical or health reason

4.6 Time Off for Medical and Dental Appointments

We expect you to arrange non urgent medical and dental appointments outside normal working hours or duty time (or core hours if you work flexitime). Where this proves impossible, (for example, attendance at hospital for a specialist appointment or urgent treatment) we may adjust your working hours.

As a last resort, we may allow you paid time off as follows:

- If you were working a full tour of duty, we will allow you up to four hours paid time off.
- We'll sympathetically consider requests for longer or repeat appointments. We may apply discretion in these circumstances but will always need to take operational requirements into account.
- If you work part time, where possible, you must attend medical or dental appointments in your own time. We'll sympathetically consider requests where you can't attend in your own time, for example long awaited consultants appointments.

We'll allow you necessary paid time off for appropriate medical screening (for example: breast, cervical or prostate cancer).

Prior to taking any time off, you must first agree this with your manager.

If you're on a rest day, working on a rest day, on leave or a public holiday, we won't authorise any paid time off or credit any time to you.

Longer or Repeat Appointments

If you need to attend ongoing medical appointments, over a longer period of time to help you recover from or manage a health condition; we'll sympathetically consider requests. We may apply discretion in these circumstances and offer you a combination of approved annual leave requests, rest days/time off in lieu, paid time off, and/or adjustments to your working hours to support you to attend. We'll always need to take operational requirements into account.

If you're working reduced hours as part of a return to work plan, we expect you to attend all your appointments outside of your reduced hours plan. We'll review your return to work plan and consider adjusting your start and finish times to enable you to attend your appointments.

4.7 Appointments at Occupational Health & Welfare Services (OH&WS)

We may ask you to attend OH&WS for medical advice on health issues. If we're scheduling an appointment for you, where possible, we will try to make this during your normal working hours (this includes staff who work part time). If, in exceptional circumstances, we're unable to do this, and your appointment is scheduled outside of your normal working hours, we will give you time in lieu of up to four hours.

If you're on recuperative duties and are working reduced hours, we expect you to attend OH&WS on your normal working day (during the hours before or after your

recuperative duty working hours). We won't give you time in lieu for this as you are being paid for the hours you would normally work.

4.8 Time Off to Attend a Convalescent and Treatment Centre

If you're eligible to attend a recognised convalescent centre, e.g. a Police Treatment Centre or convalescent break via the Benevolent Fund or Police Treatment Centre, we'll treat the time that you are admitted as paid time off (if you're not already absent due to sickness).

You should discuss your intention to request attendance at a recognised convalescent centre with your manager. We'll sympathetically consider your request for time off for convalescence; however, we'll need to consider our operational requirements before approval will be given. Where we can't give our approval for the requested time off, we'll discuss alternative dates with you.

There will be no compensation for any public holidays or rest days, which fall in this period.

If you attend for residential convalescence and treatment, we will reimburse you with travelling expenses from your district/branch for 1 return journey only at the local agreed transport rate.

4.9 Fertility treatment

For fertility treatment we will grant paid special leave according to what is reasonable in the circumstances at key times throughout fertility treatment. This will be agreed on a case-by-case basis (as it will vary depending on treatment/reactions). This includes time off for egg donation.

For more information please refer to the [Fertility Treatment Management Toolkit](#)

4.10 Fertility Treatment – Time off for Partners

Partners should be recognised for the support they provide to those undergoing fertility treatment and managers should be supportive and flexible. Where the partner is providing sperm then they will need to attend at a clinic at specific times (during ovulation) to do this. Partners will be granted up to 10 hours (pro rata for part time) of special paid leave per treatment cycle.

4.11 Ante-natal Appointments – Time off for Partners

If you're the biological father of the child, civil partner, or co-habiting partner, you're entitled to unpaid time off to attend two ante-natal appointments.

4.12 Blood, Organ and Bone Marrow Donors

Blood donors are entitled to paid leave to attend a local appointment.

Bone marrow and organ donors may have up to 10 days paid special leave, to allow for donation and recuperation. You and your manager should agree the number of days in advance, based on medical advice. If you need any more time off we'll treat this as normal sickness absence.

4.13 Disability Related Leave

We recognise that if you have a disability, you may need to attend hospital or other appointments for rehabilitation, treatment or therapy. Generally these appointments are known about in advance and you should discuss with your manager the time you anticipate for these appointments.

We'll record this leave as disability related leave.

For more information please refer to the [Diversity, Equality and Inclusion in Employment Policy](#) and the [Disability at Work Policy, Disability Management Toolkit](#) and [Supporting Neurodiversity Management Toolkit](#).

4.14 Gender Reassignment

For taking time off for planned absences in relation to gender reassignment Please refer to the [Diversity, Equality and Inclusion in Employment Policy](#) and the [Supporting Trans and Non Binary Staff Management Toolkit](#).

4.15 Time Off for Volunteering

'Citizens in Policing' is the umbrella term used for the three strands of volunteering within the police:

1. Special Constabulary – 'Specials' or 'SCs'
2. Police Support Volunteers – 'Volunteers' or 'PSVs'
3. Volunteer Police Cadet Team Leaders – 'Cadets' or 'VPCs' Team Leaders

Within the Force, many of our police staff and police officers volunteer their time in these roles.

As such, through the Employer Supported Policing (ESP) scheme the Force provides additional leave to conduct volunteering duties.

4.16 ESP Leave for Police Staff who are also Special Constables

Employer Supported Policing Leave (ESP leave) is additional leave given to all GMP Police Staff who are part of any UK Special Constabulary. This includes apprentices and temporary police staff members. Part time staff will get ESP leave on a pro-rata basis.

ESP leave will be used to undertake duty or training. The scheme is not intended to provide time off in lieu of Specials' duties already performed or intended to be performed.

ESP leave will be given to you from the outset of your appointment as a Special Constable. This is an additional day (irrespective of length) per month paid leave to carry out Special Constabulary duties and training.

You can only take ESP leave if you've worked at least 16 hours as a Special Constable in the previous month. The one day a month ESP leave is to be included within the minimum 16 hours required.

Additional ESP will be given to you to undertake the following -

- Personal Safety Training (PST)
 - 10 days for the initial PST course
 - 2 days per year to undertake the annual mandatory PST refresher courses;
- First Aid Training courses
 - 2 days for the initial First Aid Training course
 - 1 or 2 days per year to undertake the annual mandatory First Aid refresher course (1 day first aid annually with a 2 day course every 3 years)

At Managers' discretion, additional ESP Leave may also be granted for:

- Skills enhancement / Continuous Professional Development (CPD)
 - The number of days will be at managers discretion to attend training that will enhance your Special Constable skills, or attend CPD sessions related to your Special Constable role (For example: attending the 5-day statement taking course)
- During times of emergency / peak operational demand
 - The number of days will be at managers discretion to support the Force during times of emergency and also of peak operational demand. (Times of emergency would be interpreted as a terrorist situation or widespread disorder across Greater Manchester). If Any Requirement to remain in your substantive role to support the operational response of the force will take precedence over requests for ESP.).
- Travelling to/from Special deployment location / provide minimum rest periods between working days
 - The number of hours will be at managers discretion to enable you to travel to or from your Specials duty, or to provide minimum rest periods between working days.

You must give your manager at least 15 days notice when you wish to take ESP leave. (Unless you're a member of OCB staff, in which case you must give 6 weeks' notice). We'll approve your leave if it's not detrimental to our operational effectiveness.

If we need to cancel approved ESP leave, we'll give you at least 7 days notice, in writing, explaining why it's been cancelled. Within four weeks of cancelling it, we'll reschedule your ESP leave.

If you don't use your full entitlement to ESP leave, we won't allow you to claim this as payment or carry it over to the following year. However, you may request that ESP leave is accrued for the purpose of specific events, for example a training course that is more than one day long.

We won't allow you take ESP leave if that would mean you would be eligible to claim overtime for additional hours worked in that week.

Special Constables on ESP supported days will be eligible to claim subsistence allowance where there has been a genuine out of pocket expense.

On ESP supported days the extra distance from your normal place of work and the place of duty or activity may be claimed as a travel expense.

4.17 ESP Leave for Police Support Volunteers

Employer Supported Policing Leave (ESP leave) is additional leave given to all GMP Police Staff who are Police Support Volunteers (PSV).

This includes apprentices and temporary police staff members. Part time staff will get ESP leave on a pro-rata basis.

ESP leave will be used to undertake duty or training. The scheme is not intended to provide time off in lieu of PSV duties already performed or intended to be performed.

Police staff who are PSV are eligible to receive time equal to time volunteered in the previous month(s) up to a maximum 12 days (up to a maximum of 87 hours) ESP per year.

You can only take ESP leave which is equivalent to the hours you have given as a PSV in the previous month(s), not including any PSV hours carried out while on ESP leave. For example, if you have volunteered for 8 hours in one month, you can be given 8 hours ESP leave in the following month; or if you volunteered 4 hours in one month and 6 in the following month, you can be given 10 hours ESP leave in the month after that. Volunteering duty carried out while on ESP leave will not count towards the accrual of more ESP leave hours.

You must give us at least 15 days notice that you wish to take ESP leave. (Unless you're a member of OCB staff, in which case you must give 6 weeks' notice). We'll approve your leave if it's not detrimental to our operational effectiveness.

If we need to cancel approved ESP leave, we'll give you at least 7 days notice, in writing, explaining why it has been cancelled. Within four weeks of cancelling it, we'll reschedule your ESP leave.

If you don't use your full entitlement to ESP leave, we won't allow you to claim this as payment or carry it over to the following year. However, you may request that ESP leave is accrued for the purpose of specific events, for example a training course.

We won't allow you to take ESP leave if that would mean you would be eligible to claim overtime for additional hours worked in that week.

PSV on ESP supported days will be eligible to claim subsistence allowance where there has been a genuine out of pocket expense.

On ESP supported days the extra distance from your normal place of work and the place of duty or activity may be claimed as a travel expense.

4.18 Time Off for Volunteer Cadet Team Leaders

GMP Staff who are Volunteer Cadet Team Leaders on GMP's Volunteer Police Cadet Scheme will be allowed up to 12 days leave (up to a maximum of 87 hours for police staff and 96 hours for police officers) to support cadet activities and training associated with the scheme. These include, but are not limited to:

- Volunteer Training Course
- Basic Expedition Leaders Course (DofE)
- Safeguarding Course

The twelve days leave also includes any time back given for carrying out volunteering duties and attending training courses whilst off duty.

4.19 Time Off for Reservist Activities

Staff who are members of the Volunteer Reserve Forces or the Cadet Corps, are allowed the following time off:

Police staff, are entitled to two weeks paid leave, each year, to attend a volunteer reserve forces annual camp.

If you're a police officer, we'll grant the following:

- Volunteer Reserve Force members - You may have 10 days paid leave per year. Your District/Branch Commander may also authorise up to an additional 5 days paid leave per year for you to attend weekend training camps.
- Cadet Corps – You may have 3 days paid leave per year. Your District/Branch Commander may also authorise up to an additional 4 days paid leave per year for you to attend weekend training camps.

These provisions are only available to Student Officers if they meet the following criteria:

- The officer has achieved Independent Patrol Status.
- The officer is not subject to Regulation 12.
- The officer is not subject to Regulation 13.
- The officer is not currently subject to restrictions as part of an ongoing misconduct investigation.
- The officer is on schedule with their portfolio.
- The officer is not subject to any performance or attendance development plans.
- The proposed abstraction does not conflict with any scheduled courses, mandatory or otherwise.

Applications should be made to your manager, and it is your responsibility to ensure that you gather appropriate evidence for the above criteria as part of your request.

If your application for time off is rejected, you have the right to appeal. Appeals should be submitted to the Strategic Lead for the Armed Forces Covenant.

Mobilisation

Mobilisation is the process of calling reservists into full time service with the Regular Forces in order to make them available for military operations. Officers and Staff who are members of the Voluntary Reserve Forces have officially been attested in their respective Voluntary groups. A consequence of this is that they may be officially mobilised in the event of peace keeping or times of War. Greater Manchester Police are committed to supporting these groups, with up to 2% of our police officer strength

(there is currently no restriction on the maximum membership for police staff). The force would not usually look to appeal to the Armed Force against a mobilisation requests and would support you if you are called up for active service.

4.20 Mountain Rescue Provision

GMP staff who volunteer for the mountain rescue service will be allowed paid leave for up to 6 days/occurrences per year for training, with managers having discretion to allow an additional 2 days per year for attendance at the weekend training scenarios.

Time Off for Public Duties

4.21 Jury Service

We will pay your normal salary whilst on jury service so that you're not financially disadvantaged.

You will not need to complete or submit your "Loss of Earnings Form" that you will receive from the court.

If you are warned for jury service but then the court doesn't need you for the whole time, you must return to work.

4.22 Attending Court as a Witness

Where you're required to attend court as a witness as a direct consequence of your employment with us, we'll give you paid leave. We'll also pay your travel expenses for journeys to and from court.

If you're required to attend court as a witness (but this is not connected with your employment with us), we'll give you unpaid leave. Alternatively, you may wish to take annual leave, CTO or flexi.

4.23 School Governors

We'll allow police staff who are members of a school governing body, to take up to six occasions of paid leave to attend meetings (these days cannot be broken down into 12 part days).

Police officers who are members of a school governing body, as either a parent-governor or a foundation governor, must attend meetings in their own time. If you're a co-opted governor, we may allow you to attend school governing body meetings in duty time. You require approval for this from your District /Branch Commander.

4.24 Members of a Local Authority (Police Staff only)

We'll allow you to have up to 18 days paid leave a year to carry out your duties as a member of a Local Authority. We'll also give you unpaid leave, if necessary.

You must ensure that your post is not regarded as 'politically restricted' under the provisions of the Local Government and Housing Act 1989. If it is you are restricted

from engaging in certain political activities without written permission from your District /Branch Commander.

4.25 Candidates for Parliamentary Elections (Police Staff only)

Candidates standing for election to Parliament are allowed up to 3 weeks paid leave (a maximum of 15 working days) for this purpose.

You must ensure that your post is not regarded as 'politically restricted' under the provisions of the Local Government and Housing Act 1989. If it is you are restricted from engaging in certain political activities without written permission from your District /Branch Commander.

4.26 Attending meetings of outside bodies (Police Staff only)

For Police staff who are members of an 'approved' outside body, your line manager may grant up to 5 working days with pay to attend meetings of that body. Your District /Branch Commander may authorise request for leave of more than 5 days.

Time Off for to participate in Sporting Events

4.27 Olympics / Commonwealth Games

We may grant you paid time off to participate in the Olympics or Commonwealth games. You would need approval for this from your District /Branch Commander.

4.28 National and International Police Sporting Activities

Where an individual wishes to participate in national or international sporting activities organised by a recognised Police Sporting Association such as Police Sport UK and represent the Force, the individual can take up to 3 days paid leave in total per year to participate for the day or days that the sporting activity takes place. This applies to participants, coaches and referees. Leave must be supported by a manager and approved by Branch/District Senior Leadership Team (SLT) to ensure that any impact on available resources can be managed.

4.29 Force Sporting Events

There is no provision for paid time off to participate in Force sporting events that are not part of a recognised national or international event, but we may allow you to alter your duties.

Other circumstances

4.30 Non Elected Representatives acting as a Police Friend

We'll grant you reasonable time off to fulfil your duties as a police friend. This includes time off to attend interviews, meeting and hearing.

Prior to taking any time off, you must first agree this with your manager.

4.31 Time Off for to attend internal awards ceremonies

With your managers approval we will allow you appropriate paid time off to attend internal awards ceremonies. You should inform your manager as soon as reasonably possible explaining the reason for your absence and how long you expect to be absent.

4.32 Unpaid Leave

Exceptionally to assist you with unexpected events (e.g., household emergency or family issues), your manager may approve a request from you for leave without pay that doesn't fall into any of the previously outlined circumstances. This isn't to be used as an extension to your annual leave, it is intended to be for short periods of time (less than one month), where other entitlements for time off have been exhausted.

This is subject to there being no cost involved or replacement required.

4.33 Exceptional Circumstances

Where staff have exhausted their entitlements for time off and unpaid leave is not an option, managers may approve requests to take time off and work back the hours taken at a later date.

We'll always need to take operational requirements into account when considering time off requests.

5. Principles

Our aims are to:

- Treat you fairly, equally, and supportively
- Consider your application in line with the policy
- Take into account your personal circumstances and balance these with our operational demands.
- Ensure all non-attendance at work is appropriately recorded

Terms and Conditions

When you take time off under this policy, you'll continue to accrue annual leave during this period. This period will also be reckonable for service for the purposes of pay, leave or redundancy.

With the exception of Occupational Health appointments, if you're on a rest day, working on a rest day, on leave or a public holiday, we won't authorise any paid time off or credit any time to you.

Pensions

Whilst you're on 'paid' leave we'll continue to deduct your pension contributions.

Whilst on any type of 'unpaid' leave your contributions will cease. This means that you'll lose membership for this period unless you repay contributions. You should contact your pension administrator for more information.

Police Staff

If you wish to repay your pension contributions on return from unpaid leave you must elect to do this within 30 days of your return to work. Please contact [Greater Manchester Shared Services \(GMSS\)](#) . They'll send you a P38 pension form for completion. This form will be sent to the pension administrators at Tameside, who'll confirm the amount you need to repay.

Police Officers

On your return to work, the [Greater Manchester Shared Services \(GMSS\)](#) will automatically notify you of your pension figures. You will then have the option to repay this amount.

6. Procedure

Application Process

Make your application for leave at the earliest available opportunity. Some types of leave require a set amount of notice (refer to Terms and Definitions section).

Where possible, you should first discuss your leave request with your manager. Be prepared to show evidence to support your request for leave if your manager asks for it. (For instance: Medical appointment cards, Jury summons, 'Duty Sheet records' for Employer Support Leave)

Staff should [request absences](#) via their DMS or Callibrio record.

For all unpaid or statutory paid leave requests you should also complete an '[Application for Leave](#)' (form 0706a, except maternity or shared parental leave as these have their own forms, and send this to your manager for authorisation.

We appreciate that in some circumstances you may need to complete this form after you've taken the leave (for instance, special leave).

Appeal rights

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

7. Associated Documents

GMP Forms:

[Application for Leave, Form 0706a](#)

GMP Documents:

[Taking Time Off Management Toolkit](#)

[Disability Management Toolkit](#)

Supporting Neurodiversity Management Toolkit

[Fertility Treatment Management Toolkit](#)

[Supporting Trans and Non Binary Staff Management Toolkit](#)

GMP Policies:

[Diversity, Equality and Inclusion in Employment Policy](#)

Disability at Work Policy

[Hybrid Working Policy](#)

[Flexitime Policy](#)

[Equality Impact Assessment](#)

8. Statutory Compliance & Consultation

7.1 Statutory Compliance

7.1.1 Equality Act (2010)

Due regard has been had to the General Equality Duty. Having a protected characteristic won't impact on a member of staff's eligibility to apply for leave/support/other provisions. 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](#).

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

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

7.1.3 Freedom of Information Act (2000)

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

7.2 Consultation

Department	Comments
GMB	
UNISON	
Federation	
Superintendents Association	
Staff Support Networks	



GREATER MANCHESTER
POLICE

Shared Parental Leave

Policy

Version 9

April 2025

DATE THIS VERSION OF THE POLICY IMPLEMENTED: April 2025

DATE NEXT REVIEW IS DUE: April 2027

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	Sept 2014	New Policy	Policy and People Relations	
2	August 15	Variation form changed to 'Change or Cancel a period of SPL. All forms amended so new links put in.	Policy & People Relations unit	
3	Dec 15	Amended to include changes to who to contact regarding paying back of pension.	Policy & People Relations	
4	Mar 17	Amended in line with new HR Transformation changes and contact details for GMSS and form changed back to 'variation' form.	Policy & People Relations	
5	September 2018	Amended to reflect implementation of the GDPR	Policy and People Relations Team	
6	September 2019	Clarification on impact on ShPP if more than 20 SPLIT Days are taken	Policy and People Relations Team	
7	22 Feb 2021	Updated due to HR Branch review	Strategic Policy & People Relations	
8	Aug 2024	Updated as part of the review of all HR equality related policies and toolkits.	Strategic Policy & People Relations	
9	April 2025	Updated with new section 5.8 Neonatal Care. This is to reflect the new Neonatal Care (Leave and Pay) Act 2023.	Strategic Policy & People Relations	

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1. Policy Statement

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 all our staff to a family life.

Shared parental leave is an opportunity for you and your partner to share the care and bond with your child during the first year following the birth or adoption.

This policy reflects the Shared Parental Leave Regulations 2014. It applies to parents who meet the eligibility criteria, including intended parents in surrogacy arrangements where they qualify for adoption leave.

You'll be able to share a pot of leave and can choose to be off work at the same time and/or take it in turns to have periods of leave to look after your child and you may also be entitled to share some or all of the shared parental pay.

1.1 Aims

The aims of this policy are to:

- Give you a clear understanding of shared parental leave
- Explain the procedure you need to follow if you want to make an application

2. Scope

This policy applies to all police staff and police officers.

It applies to the mother or primary adopter and the father/partner who'll be supporting them to care for the child.

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

3. Terms and Definitions

Mother

The woman who gives birth to a child.

Primary Adopter

The adopter responsible for adopting the child.

Partner The child's biological father or the partner of the mother/adopter. This can be a spouse, civil partner, or a partner who is living in a relationship with the mother or the primary adopter and the child.

Shared Parental Leave (SPL)

The amount of leave you can share with the mother or adopter of a child.

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](https://www.direct.gov.uk) website.

'Curtailment Notice'

The 8 week notice the mother/primary adopter gives to bring their maternity/adoption leave to an end.

'Notice of Entitlement'

A non-binding indication of each period of shared parental leave that the member of staff requests.

'Period of Leave Notice'

Confirmation of start and end date.

Continuity of Employment Test

You must have worked for GMP for at least 41 weeks before the week in which your child is due/matching date, and you are still employed in the first week that shared parental leave is to be taken.

Employment and Earnings Test

You must have worked for at least 26 weeks in the 66 weeks leading up to the baby's expected due date and have earned above the maternity allowance threshold of £30 in 13 of the 66 weeks.

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](https://www.direct.gov.uk) website.

Statutory Adoption Pay (SAP)

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

Occupational Maternity Pay

An enhanced maternity pay scheme offered by GMP.

Shared Parental Leave In Touch (SPLIT) Days

Days worked during your shared parental leave. The maximum number is 20 per person.

Continuous Period of Leave

A number of weeks taken in a single unbroken period of leave e.g. 6 weeks in a row.

Discontinuous Leave

A period of leave where you return to work in between periods of SPL e.g. you take 6 weeks of SPL (as continuous leave and work every other week for a period of 3 months as discontinuous leave.

Neonatal Care

Medical care received in a hospital or, following hospital discharge, in another place where the child remains under consultant-directed care given by health professionals, including palliative or end-of-life care.

4. Roles & Responsibilities

Responsibility of Strategic Resourcing Branch

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

Responsibility of Greater Manchester Shared Services (GMSS)

Greater Manchester Shared Services (GMSS) are responsible for processing applications for SPL 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 recorded correctly.

Responsibility of Staff

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

5. Principles

5.1 Entitlement

If you're eligible for SPL you're entitled to share a maximum of 52 weeks leave and 39 weeks ShPP, for the purpose of caring for your child within the first year following the birth or in the year after your child is placed for adoption.

However, the first 2 weeks must be taken by the mother/primary adopter following the birth of your baby or the date the child is placed with you for adoption.

5.2 Eligibility for SPL (known as the 'Continuity of Employment Test')

You can apply for SPL if:

- you share the main responsibility for the care of the child at the time of the birth/placement for adoption, with your husband, wife, civil partner, joint adopter, the child's other parent, your partner (if they live with you and the child); and
- you or your partner are entitled to maternity/adoption leave or statutory maternity/adoption pay or maternity allowance, and
- you've been employed continuously for GMP for 41 weeks before the due date (or by the date you are matched with your adopted child); and
- you or your partner must have provided a 'curtailment notice' to end or reduce any maternity/adoption entitlement; and
- you're employed by GMP in the week you intend to commence your SPL; and
- You must have provided the correct notification and evidence as required.

5.3 Partners Eligibility for SPL (known as the 'Employment and Earnings Test')

You, if you're the partner; or your partner must:

- share the main responsibility for the care of the child at the time of the birth/placement for adoption; and
- have been employed for at least 26 weeks during the 66 weeks before the baby is due; and
- have earned at least £30 per week on average in 13 of the 66 weeks, and
- have provided the correct notification and evidence as required.

5.4 When you can start Shared Parental Leave

You can start SPL once the baby is born or been adopted **and** the mother or adopter has:

- returned to work, or
- given notice of the date when they plan to end their maternity or adoption leave (this is the 'curtailment notice' and is binding); and
- notified us with the necessary declarations and evidence.

The mother or adopter must give at least 8 weeks' notice to end maternity or adoption pay, or to Jobcentre Plus to end maternity allowance.

The mother can't return to work before the end of the compulsory 2 weeks of maternity leave following the birth.

An adopter can end their adoption leave once they have taken it for the compulsory 2 week period.

Shared parental leave must be taken in blocks of a week and you may request 3 single periods of leave giving 8 weeks' notice to commence each period of leave.

Provided both parents qualify for SPL you can choose to take leave at the same time as your partner or you can take leave separately.

Shared parental leave must be taken before the child's first birthday.

5.5 Notice requirements for SPL

The notices you must provide to enable you to take SPL are made up of 3 elements:

- a "Maternity/Adoption leave ["Curtailment Notice"](#) form from the mother/adopter setting out when they propose to end maternity/adoption leave (unless they've already returned to work from maternity/adoption leave);
- a ["Notice of Entitlement and Intention to take Shared Parental Leave"](#) form giving an initial, non-binding indication of each period of SPL (giving 8 weeks' notice) you are requesting; and
- a ["Period of Leave Notice"](#) form from you setting out the start and end dates of each period of SPL that you're requesting. **N.B.** This must be given no later than 8 weeks prior to the start date of the first period of SPL.

The ["Period of Leave Notice"](#) form can be given at the same time as the "Notice of Entitlement and Intention" form.

5.6 Continuous and Discontinuous periods of SPL

If you're eligible for SPL we'll accept all requests for a continuous period of leave.

We'll seriously consider applications for 'discontinuous' periods of SPL, taking into account operational demand. However, if we don't agree to your request for a 'discontinuous' period of SPL you may submit a new request.

5.7 Changing your Shared Parental Leave Dates

Once you have submitted your 'Notice of Entitlement and intention', if you want to change the dates, you must submit a ["Shared Parental Leave Variation"](#) form giving as much notice as possible, but no less than 8 weeks before the start of the first period of SPL.

Discuss any changes with your manager in the first instance.

If you change the dates, you must still complete a 'Period of Leave Notice' confirming the start and end date.

5.8 Shared Parental Pay (ShPP)

A mother/primary carer subject to certain criteria is entitled to statutory maternity pay/adoption pay or maternity allowance for up to 39 weeks.

GMP currently operates enhanced Occupational Maternity pay schemes for those eligible, dependent upon certain criteria. If you give notice to reduce your entitlement before you've received the 39 weeks' pay, the remaining weeks may become available for your partner to take.

However, shared parental pay will only be paid at the statutory amount (currently amount can be found on [direct.gov.uk](https://www.direct.gov.uk)) or 90% of your partners average weekly earnings, whichever is lower.

We'll pay you statutory shared parental pay if you meet the 'Continuity of Employment Test' and your partner meets the 'Employment and Earnings' Test and this may be payable during some or all of the SPL.

In addition, you must have earned above the Lower Earnings Limit in the 8 weeks leading up to and including the 15th week before the child's expected due date/matching date and still be employed by us at the start of the first period of ShPP.

If both you and your partner are entitled to ShPP, you must decide who'll receive it, and how you want it to be divided.

5.8 Neonatal care

If your baby receives neonatal care for more than seven continuous days before they reach 28 days old (counted from the day after the neonatal care started), you may be eligible for neonatal care leave. Please see the [Neonatal Care Policy](#) for more details.

5.9 Equipment

If you take a period of SPL for 3 months or more, all equipment assigned to you must be returned to IS Branch. This will be re-assigned to you when you return.

5.10 Pensions

Whilst you're on 'paid' shared parental leave we'll continue to deduct your pension contributions.

If you take any 'unpaid' shared parental 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 on return from maternity leave you must elect to do this within 30 days of your return to work. Please contact [REDACTED] and they'll send you a P38 pension form which you should complete and send to [Greater Manchester Shared Services \(GMSS\)](#).

Police Officers

If you wish to discuss the option of repaying your pension contributions on return from any unpaid shared parental leave, please contact [REDACTED]
[REDACTED]

5.11 Contract of Employment (Police Staff)

You'll continue to be employed throughout your SPL, unless you resign or your contract comes to an end for other reasons. However, during your SPL you won't continue to receive pay other than that described in the Shared Parental 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.

If you're made redundant whilst on shared parental leave, you'll be offered a suitable alternative vacancy if one arises.

5.12 Annual Leave and Bank Holidays

Annual leave and bank holidays accrue during shared parental 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 child care arrangements.

5.13 Shared Parental Leave In Touch (SPLIT) Days

You may agree or request to work during your SPL for up to 20 days without ending your SPL. However, taking SPLIT days doesn't extend your period of SPL.

You can use SPLIT days to attend work for the purposes of training, attend meetings, or to do some of your normal work. There are financial implications if you exceed 20 SPLIT days: if you work more than 20 KIT days, you will lose a week's ShPP for any week in which you do some work, even if it's only for one day.

You don't have to attend SPLIT days but many people find them a great way to keep in touch with colleagues during their time away or even help them to ease their return to work.

We'll pay you your normal hourly pay for any hours you work on a SPLIT day in addition to your statutory shared parental pay for that week.

The 20 SPLIT days are in addition to the 10 KIT days that are available to you if you have taken a period of maternity leave.

You can't receive more than full pay when taking a SPLIT day.

5.14 Court Attendance

You may be required to attend court whilst on SPL. However, you can give details of your SPL 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 'SPLIT' 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.

5.15 Right to Return to Work – Police Staff

You have the right to return to the same job if you've been on SPL plus any other type of leave for 26 weeks or less.

If you've been on leave for more than 26 weeks you have the right to return to the same job unless it's not reasonably practicable.

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's 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.

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

5.16 If you no longer care for the child

If you've booked SPL and you cease responsibility for caring for a child (other than in the event of the death of a child); your entitlement to SPL and ShPP will cease with immediate effect.

If you've booked SPL within 8 weeks of your entitlement ceasing, we may still require you to take it as SPL if it's not practicable for you to return i.e. as we have arranged cover. All SPL after 8 weeks will be cancelled.

If you're the remaining parent and you continue to care for the child, you'll be eligible to take your SPL entitlement. If the other parent, who is no longer caring for the child had any outstanding SPL, you'll only be able to transfer their SPL over if they give you a signed agreement confirming a variation of the leave entitlement.

6. Procedure

6.1 Check you're eligible for SPL and/or ShPP

You're responsible for confirming your eligibility for shared parental leave and shared parental pay, to GMP. To check your eligibility for SPL and ShPP you can use the link set up on the Government Website. ["Calculate your leave and pay when you have a child"](#).

6.2 Applying for Shared Parental Leave

Step 1

Curtailment Notice

If you're the mother/primary adopter you cannot opt into shared parental leave until you've either returned to work before the end of your maternity/adoption leave (by giving 8 weeks' notice) or provided Greater Manchester Shared Services (GMSS) with a 'Maternity/Adoption Leave [Curtailment Notice](#)' form giving the date you wish to end your maternity/adoption leave.

Once you've ended your maternity/adoption leave and have returned to work or commenced SPL, you can't revert back onto maternity/adoption leave.

If you're the father or partner of the mother/primary adopter and you intend to take SPL your partner must have given their employer the 'Curtailment Notice' as detailed above.

Step 2

Notice of Entitlement and Intention to take Shared Parental Leave

You must submit an **initial** '[Notice of Entitlement & Intention to take SPL](#)' form to your Manager as soon as possible and no later than 8 weeks before the date you wish to start your SPL.

All information must be supplied on the form, including the signed declaration from you and your partner.

Your manager will meet with you to discuss your request to enable them to plan for your intended period of leave.

Your manager will forward the form to Greater Manchester Shared Services (GMSS) for noting on your personal file.

Step 3

Period of Leave Notice

Once you've decided and it's been agreed, you must also provide us with a written "[Period of Leave Notice](#)" confirming the start and end dates of the periods of SPL. This must be given no less than 8 weeks prior to the start date and can be submitted at the same time as the initial "Notice of Entitlement & Intention to take SPL" form.

Your Manager will forward the form to Greater Manchester Shared Services, who'll write to confirm your entitlements and also your return to work date.

6.3 Change or cancel a period of Shared Parental Leave

If you wish to cancel or change your dates after you have submitted a Notice of Entitlement and Intention to take Shared Parental Leave form, you must complete and submit a '[Shared Parental Leave Variation](#)' form to your Manager for consideration.

You must still provide us with a "[Period of Leave Notice](#)" form as detailed in Step 3 above.

6.4 False claims/declaration

SPL and ShPP requests are based on trust. However, within 14 days of receipt of the "Notice of Entitlement & Intention to take SPL" form we have the right to request a copy of the child's birth certificate (if one is available). We also have the right to request the contact details of your partner's employer. If a request is made, you should provide the information within 14 days.

False declarations may be subject to our internal disciplinary procedures.

6.5 Requesting blocks of leave

Requests for a **single** block of leave must be agreed by your manager. If however, your request is for a discontinuous period of leave your manager may:

- Agree to your request;
- Decline your request due to organisational need; or
- Propose alternative dates for you take your shared parental leave.

Up to 3 separate requests for periods of SPL and 3 withdrawal notices may be submitted. Any periods of leave that have been declined don't count towards these totals.

6.6 What to do if you change your mind about how to divide your shared parental leave

If you want to cancel or change your SPL you must give 8 weeks' notice you must complete a "[Shared Parental Leave Variation](#)" form must be submitted to your Manager and this will count as a further notification.

Once agreed, your Manager will send the form to [Greater Manchester Shared Services \(GMSS\)](#) who'll write to you to confirm your new SPL and entitlement, including the date you are expected to return to work.

If you had intended on taking SPL within the first 8 weeks of your expected date, and the baby arrives early, you don't have to give 8 weeks' notice and you'll be able to commence SPL from the date of birth.

6.7 If you change your mind about opting into SPL

If you or your partner has submitted a '[Curtailment Notice](#)' to end maternity/adoption leave and either of you have submitted an initial '[Notice of Entitlement & Intention to take SPL](#)' form then the notice to end the maternity/adoption leave is binding and can't be withdrawn unless:

- Within 8 weeks of submitting notice to end the maternity/adoption leave it transpires that neither parent qualifies for SPL or ShPP; or

- When notice was given before birth, it may be withdrawn without a reason up to six weeks following the birth; or
- The mother's partner dies.

6.8 Shared Parental Leave Contact Agreement

Before you start Shared Parental Leave (SPL) your line manager will meet with you to discuss the contact you'd like to have during your SPL, 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](#).

If your line manager changes during your SPL, your new line manager will receive a copy of your Shared Parental Leave Agreement Form.

6.9 SPLIT days

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

Your manager will keep a record of the number of SPLIT days you have taken and inform GMSS, making sure you don't exceed 20 SPLIT days.

You should also keep your own record of the number of SPLIT days you have worked to make sure you don't work more than 20 SPLIT days.

6.10 Returning to work after SPL

We'll assume that you'll return to work at the end of your SPL. If you wish to return sooner, you must write to your manager and [GMSS](#).

Police Staff

You must provide at least 8 weeks' notice. If you don't then your pay may be affected.

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 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.

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.

6.11 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.

6.12 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.

7. Associated Documents

GMP Policies

[Maternity Policy](#)

[Paternity Policy](#)

[Pregnancy Loss Policy](#)

[Neonatal Care Policy](#)

[Flexible Working Policy](#)

[Taking Time Off Policy](#)

[Adoption Policy](#)

GMP Guidance

[Shared Parental Leave Toolkit](#)

[Neonatal Care Management Toolkit](#)

[Pregnancy and New Parent Mental Health Guidance](#)

GMP Forms:

[Curtailment Notice](#)

[Notice of Entitlement and Intention to take Shared Parental Leave](#)

[Period of Leave Notice](#)

[Shared Parental Leave Variation](#)

[Contact Agreement](#)

[New Parent Return to Work Plan](#)

8. Statutory Compliance & Consultation

8.1.1 Equality Act (2010)

Due regard has been had to the General Equality Duty. The Shared Parental Leave Policy promotes equality of opportunity in accessing Shared Parental 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 Act 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	GMB trade union representatives have been consulted and their views have been taken into account.
UNISON	UNISON trade union representatives have been consulted and their views have been taken into account.
Police Federation	The Federation have been consulted and their views have been taken into account.
Superintendents Association	The Superintendents Association have been consulted and their views have been taken into account.
Staff Support Networks	The amendments have been shared with the Staff Support Networks and their views have been taken into account.



GREATER MANCHESTER
POLICE

Pregnancy Loss

Policy

Version 2

April 2025

DATE THIS VERSION OF THE POLICY IMPLEMENTED: April 2025

DATE NEXT REVIEW IS DUE: April 2027

POLICY & PROCEDURE OWNER: Strategic Policy and People Relations Team

APPROVED BY: Chief Officers

GOVERNMENT SECURITY CLASSIFICATION: Official

IS THE POLICY & PROCEDURE NEW OR REVISED: New

VERSION NO	DATE	SUMMARY OF CHANGES	AUTHOR(S)	PUBLISHED ON CCOs
1	August 2024	New policy	Strategic Policy and People Relations	August 2024
2	April 2025	New section on neonatal care leave added at 5.1 to reflect the new Neonatal Care (Leave and Pay) Act 2023.	Strategic Policy and People Relations	

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1. Policy Statement

Pregnancy loss is devastating and GMP is here to support you through this difficult time. We appreciate that pregnancy loss can have a profound impact whether it happens to you, your partner or a surrogate having your baby.

1.1 Aims

The aim of this policy are to :

- provide you with information about what you can expect in terms of support and leave depending on the circumstances,
- signpost you to internal and external sources of support.

2. Scope

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

3. Terms and Definitions

Miscarriage

The spontaneous loss of a pregnancy during the first 24 weeks.

Stillbirth

The loss of a baby from 24 weeks.

Ectopic pregnancy

When a fertilised egg develops outside the womb. References to a miscarriage in this policy include an ectopic pregnancy.

Molar pregnancy

When an abnormal fertilised egg implants in the uterus. References to a miscarriage in this policy include a molar pregnancy.

Neonatal Care

Medical care received in a hospital or, following hospital discharge, in another place where the child remains under consultant-directed care given by health professionals, including palliative or end-of-life care.

Neonatal Care Leave

Neonatal care leave is the amount of leave designed to assist new parents of babies who are admitted into neonatal care.

Statutory Neonatal Care Pay (SNCP)

SNCP is payable during your neonatal care leave period if you are entitled to it. The rate of statutory neonatal care pay is set by the Government for the relevant tax year, or at 90% of your average weekly earnings (whichever is lower).

Neonatal Loss

The loss of a live-born baby up to 28 days after the birth.

Embryo transfer Loss

When an embryo transfer during fertility treatment doesn't result in pregnancy.

Abortion or termination of pregnancy

A medical or surgical procedure to end a pregnancy.

Termination for medical reasons (TFMR)

This term describes the ending of a wanted pregnancy after a prenatal diagnosis of a condition with the baby or because of a risk to the mother's health. In this context, the word "termination" is preferred to abortion to make clear that the pregnancy was wanted. A TFMR can occur at any stage of pregnancy, following findings from ultrasound scans or other investigations.

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 day 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).

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).

Employee Assistance Programme (EAP)

A free and confidential information, support and counselling service. Available 24 hours a day to support you with work or personal issues. (See [People Pages](#) for contact details).

4. Roles & Responsibilities

Responsibility of Managers

Managers must ensure that they support their staff and provide them with information about how they can be supported. They must provide the correct leave, depending on the individual circumstances of their staff member. The [Pregnancy Loss Management Toolkit](#) provides further guidance.

Responsibility of Staff

We encourage you to report your loss to your line manager as soon as you feel able to do so. That way, you can be supported and provided with the time off you require.

We encourage you to seek support, where you feel you need it, to maintain your physical and mental wellbeing.

Responsibility of Strategic Resourcing Branch

The Head of Strategic Policy and People Relations will ensure that this policy is maintained and kept up-to-date with any changes in legislation.

Responsibility of Greater Manchester Shared Services (GMSS)

GMSS will process instructions about leave and related payments in a timely manner.

5. Principles

5.1 Leave Entitlements

Stillbirth

In the sad event that your baby is stillborn, or your baby dies after 24 weeks' pregnancy, then the maternity leave and pay entitlements (as detailed in sections 5.2 – 5.5) of the [Maternity Policy](#) will apply to you.

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 illness 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.

You're also eligible for parental bereavement leave; details of this can be found in the [Taking Time Off Policy](#).

If you have chosen to take shared parental leave, the provisions also apply here. For more information please see the [Shared Parental Leave Policy](#).

For partners, paternity leave will apply. Details of this can be found in the [Paternity Leave Policy](#). Shared parental leave also applies as it does for the mother.

Neonatal Loss

Officers

If your baby is born before 24 weeks of pregnancy but sadly dies after birth, you will be entitled to statutory maternity leave and pay if you meet the [qualifying criteria](#). Whilst you won't qualify for occupational maternity leave and pay, in these sad

circumstances special leave can apply, or we can grant you pregnancy related sick leave, based on individual circumstances. You're also eligible for parental bereavement leave; details of this can be found in the [Taking Time Off Policy](#).

For partners who suffer a neonatal loss, you'll be able to take paternity leave. You're also eligible for parental bereavement leave; details of this can be found in the [Taking Time Off Policy](#).

Staff

If your baby is born before 24 weeks of pregnancy but sadly dies after birth, then the maternity leave and pay entitlements (as detailed in sections 5.2 to 5.5 and above) of the [Maternity Policy](#) will apply to you. You're also eligible for parental bereavement leave. Details of these types of leave can be found in the [Taking Time Off Policy](#).

For partners who suffer a neonatal loss, you'll be able to take paternity leave. You're also eligible for parental bereavement leave; details of this can be found in the [Taking Time Off Policy](#).

Neonatal care

If your baby receives neonatal care for more than seven continuous days before they reach 28 days old (counted from the day after the neonatal care started), you may be eligible for neonatal care leave and pay. Please see the [Neonatal Care Policy](#) for more details.

Miscarriage

You do not have to tell us that you have had a miscarriage. However, if you would like to do so, we encourage you to tell your line manager at an early stage, so that they can provide any necessary support. Any information given to line managers is confidential. Your line manager will discuss your wishes with you. Colleagues will only be told about the miscarriage if this is what you want.

If you or your partner suffer a miscarriage or your baby is still-born before 24 weeks unfortunately we won't be able to pay you maternity pay, paternity pay, SMP or SPP. We also won't be able to provide you with shared parental leave or pay.

We'll grant you special leave or, if you are the mother you could record your time off as pregnancy related sick leave based on individual circumstances.

For partners, paid special leave will apply. The length of leave would be dependent on the circumstances, but we recommend that it does not exceed two weeks. All decisions will be based on your individual needs and/or medical opinion.

Termination for medical reasons (TFMR)

You do not have to tell us that you have had a TFMR. However, if you would like to do so, we encourage you to tell your line manager at an early stage, so that they can provide any necessary support.

Any information given to line managers is confidential. Your line manager will discuss your wishes with you. Colleagues will only be told about your TFMR if this is what you want.

Terminations can be carried out after 24 weeks in very limited circumstances – for example, if the mother's life is at risk or the child would be born with a severe disability. If this is the case, you'll be entitled to full occupational maternity pay (subject to qualifying service) and leave, as well as statutory maternity leave and pay. More information can be found in the [Maternity Policy](#) about maternity leave and pay in sections 5.2 to 5.5.

You're also eligible for parental bereavement leave; details of this can be found in the [Taking Time Off Policy](#).

If you have chosen to take shared parental leave, the provisions also apply here. For more information please see the [Shared Parental Leave Policy](#).

For partners, paternity leave will apply. Details of this can be found in the [Paternity Leave Policy](#). Shared parental leave also applies as it does for the mother.

Termination of Pregnancy

Pregnancies are terminated for various reasons. Almost all terminations are carried out before 24 weeks of pregnancy. You may be asked to take tablets or attend a medical setting for a surgical procedure. Therefore, the time you need to take off afterwards is likely to vary. Whilst this is a difficult topic for many women to speak about, we encourage you to speak to your line manager so that you can be provided with the time off and support you need. All information given to line managers is confidential.

We'll grant you special leave or pregnancy related sick leave based on individual circumstances. Our decision will be based on your needs and/or medical opinion. If you share with your manager that you are intending to undergo a termination they will record any sick leave as "pregnancy-related", unless it is your preference that we don't do so.

6. Support

6.1 Internal Support

Time Off for Medical Appointments

We know that if you're affected by pregnancy loss you may need time away from work to attend medical appointments or to support your partner. Please see information about taking time off for medical appointments [here](#).

Occupational Health

You're able to ask your manager for a referral to Occupational Health. For the mother, this is a chance to gain advice about the physical healing, if needed, and for all parties it's a chance to speak about how you're feeling mentally and emotionally and how you could be best supported in the workplace.

Employee Assistance Programme

Our EAP includes confidential counselling which is available 24/7. This can be particularly useful if you wish to speak to an impartial person about how you are feeling and seek advice about further sources of support.

Parental SPOCs

You may already have had contact with the Parental SPOCs, or you may not have had a chance to speak to them yet. Regardless, you're welcome to make contact with them at any time to seek support on your loss. Some of the SPOCs have experienced loss themselves and are an invaluable source of advice and compassion.

6.2 External Support

We encourage you to speak to your GP if you have experienced pregnancy loss. They will support your physical recovery and signpost you to sources of support for your mental wellbeing, if required.

There are lots of charities and other specialist support groups who offer information and support about pregnancy loss. Here are some that you might find helpful:

- [The Miscarriage Association](#) – an organisation which offers support and information for those affected by miscarriage, ectopic or molar pregnancy as well as signposting for counselling services. The Miscarriage Association has published [Supporting someone you know](#), which contains guidance on how to talk sensitively about miscarriage in the workplace.
- [Petals](#) – provides specialist support and counselling after pregnancy loss
- [Tommy's](#) - a charity that funds research into pregnancy problems and provides information for parents-to-be.
- [SANDS](#) can offer you support if your baby dies during pregnancy or after birth.
- [ARC](#) a national charity offering parents support through antenatal screening and its consequences, including bereavement.
- the [Mariposa Trust](#), a charity that provides support to those affected by baby loss and bereavement;
- [British Pregnancy Advisory Service](#) - a safe, comfortable and non-judgemental place to talk about your feelings both before and after abortion;
- [The Fertility Network](#) – a charity offering resources and support for those affected by fertility issues;
- [The Ectopic Pregnancy Trust](#) – supporting people with early pregnancy complications;
- the [Dad Still Standing](#) podcast, in which two fathers share their experiences of baby loss and provide advice and guidance to those who reach out to them;
- [Get Support – Dad matters](#), which provides links to resources and websites to support fathers;
- the [Time to Talk TFMR](#) podcast, which deals sensitively with all aspects of TFMR; and
- [Mind](#), which provides support and information to those experiencing mental health issues for any reason.

7. Returning to Work

Returning to work after a pregnancy loss will be different for different people. You should speak to your line manager about what you feel you need and they'll support you as much as possible.

Your line manager will keep in touch with you during any period of leave after pregnancy loss to discuss what information, if any, you want to share with colleagues before you return to work and how that information should be provided.

They will also discuss whether there might be workplace adjustments we can make to help you cope if you find things difficult. These are likely to be temporary changes whilst you adjust to coming back to work. The workplace adjustments we can make will depend on your circumstances, but the types of changes that might help could be:

- changing your start time if you're experiencing disturbed sleep;
- providing more breaks;
- adjusting start and finish times;
- adopting Hybrid Working if you have a suitable role. Read more about our policy [here](#); or
- making sure you've got easy access to toilet facilities

Your manager may do a risk assessment to understand more about how your experience might affect you at work and discuss any adjustments you might need. You can also use a [Wellness Plan](#) to identify how your experience has impacted you at work and how your manager can best support you.

8. Associated Documents

GMP Policies

[Maternity Policy](#)

[Paternity Leave Policy](#)

[Shared Parental Leave Policy](#)

[Neonatal Care Policy](#)

[Taking Time Off Policy](#)

[Hybrid Working Policy](#)

GMP Guidance

[Pregnancy Loss Management Toolkit](#)

[Maternity Management Toolkit](#)

[Paternity Management Toolkit](#)

[Shared Parental Leave Management Toolkit](#)

[Neonatal Care Management Toolkit](#)

[Pregnancy and New Parent Mental Health Guidance](#)

[Taking Time Off Management Toolkit](#)

[Hybrid Working Management Toolkit](#)

9. Statutory Compliance & Consultation

9.1 Statutory Compliance

9.1.1 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](#).

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

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

9.1.3 Freedom of Information Act (2000)

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

9.2 Consultation

Department	Comments
GMB	Detailed consultation has taken place with GMB on the introduction of this policy and their views have been taken into account.
UNISON	Detailed consultation has taken place with UNISON on the introduction of this policy and their views have been taken into account.
Police Federation	The Federation has been consulted on the introduction of this new policy, and provided their comments which have been taken into account.
Superintendents Association	The Superintendents Association has been consulted on the introduction of this new 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.



GREATER MANCHESTER
POLICE

Neonatal Care

Policy

Version 1

6 April 2025

DATE THIS VERSION OF THE POLICY IMPLEMENTED: 6 April 2025

DATE NEXT REVIEW IS DUE: April 2027

POLICY OWNER: Strategic Policy and People Relations Team

APPROVED BY: Chief Officer Group

GOVERNMENT SECURITY CLASSIFICATION: Official

IS THE POLICY & PROCEDURE NEW OR REVISED: New

VERSION NO	DATE	SUMMARY OF CHANGES	AUTHOR(S)	PUBLISHED ON CCOs
1	6 April 2025	New Neonatal Care Policy introduced to implement Neonatal Care Leave and Miscellaneous Amendments Regulations 2025.	Strategic Policy & People Relations	14 th April 2025

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1. Policy Statement

We understand that having a child in neonatal care is an extremely stressful and challenging experience. GMP is committed to supporting you and doing what we can to help ensure that you are able to be by your child's side whilst looking after your own health and wellbeing.

This policy sets out your rights to neonatal care leave and pay following the birth or adoption of your baby.

1.1 Aims

The aims of this policy are to:

- give you a clear understanding of neonatal care leave and entitlements, and
- explain the procedure you need to follow if you want to apply for neonatal care leave.

2. Scope

This policy applies to all police staff and police officers. Neonatal care leave is designed to assist new parents of babies who are admitted into neonatal care within 28 days of birth.

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

3. Terms and Definitions

Neonatal Care Leave

The amount of leave you can take.

Other Statutory Leave

Other statutory leave that you may be entitled to, including maternity, adoption, paternity, ordinary parental, parental bereavement, and shared parental leave.

Parent

Anyone with parental responsibility for the upbringing of the child.

Partner

Partner includes someone, of any sex, who lives with the mother or the child in an enduring family relationship but who is not the mother's child, parent, grandchild, grandparent, sibling, aunt, uncle, niece, or nephew.

Relevant Week

Means the 15th week before the expected week of childbirth if you are entitled to statutory maternity or paternity pay. If you are adopting this is at least 26 weeks service with us at the end of your matching week, or if adopting from overseas the point you reach 26 weeks service. In all other cases, it means the week before the neonatal care begins.

Week

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

Childbirth

The birth of your child.

Neonatal Care

Medical care received in a hospital or, following hospital discharge, in another place where the child remains under consultant-directed care given by health professionals, including palliative or end-of-life care.

Neonatal Care Leave

Neonatal care leave is the amount of leave designed to assist new parents of babies who are admitted into neonatal care.

Statutory Neonatal Care Pay (SNCP)

SNCP is payable during your neonatal care leave period if you are entitled to it. The rate of statutory neonatal care pay is set by the Government for the relevant tax year, or at 90% of your average weekly earnings (whichever is lower).

Adopter

Person with whom the child has been placed for adoption through an approved UK adoption agency.

Official notification

If you're adopting a child from overseas, this is a letter from the relevant domestic authority to confirm that you've been approved as a suitable adoptive parent. In this policy the week you receive this notification is considered to be your matching week.

Overseas adopter

The person with whom the child is living, following the child's entry into Great Britain from outside the UK in connection with or for the purposes of adoption and who has received official notification in respect of the child.

Placed for adoption

Placed for adoption under UK adoption laws including placement with a local authority foster parent who is also a prospective adopter ("foster to adopt").

Prospective adopter

The person with whom the child has been placed for adoption by a local authority in a "foster to adopt" arrangement.

4. Roles & Responsibilities

Responsibility of Strategic Resourcing Branch

The Head of Strategic Policy & People Relations is responsible for developing a Neonatal Care Leave Policy that supports staff with babies in neonatal care and meets the legal requirements and operational needs of GMP.

Responsibility of Greater Manchester Shared Services (GMSS)

GMSS will advise managers on the application procedure for neonatal care leave.

Responsibility of Managers

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

Responsibility of Staff

We realise that this may not be an easy subject to talk about. However, we urge you to be as open as possible and let us know when your baby is in neonatal care to ensure that you are provided with the right level of support. You should discuss with your manager and follow the procedure for submitting requests for neonatal care leave, with the required notice or as soon as possible.

5. Principles

5.1 Neonatal Care Leave Entitlement – birth

Whatever your length of service, you have a statutory right to take neonatal care leave if at the date of the child's birth:

- you are the child's parent and have responsibility for the upbringing of the child; or
- you are the partner of the child's mother and have main responsibility for the upbringing of the child (apart from the mother).

You are entitled to take neonatal care leave in addition to any other statutory leave, for example maternity leave, that you may be entitled to.

You may have already started your other statutory leave; if you have given birth your statutory maternity leave will have started automatically. If you then become eligible for neonatal care leave, you can take it after completing your other statutory leave, provided that your neonatal care leave is taken within 68 weeks of your child's birth date.

Neonatal care means:

- medical care received in a hospital or, following hospital discharge, in another place where the child remains under consultant-directed care given by health professionals; and
- palliative or end-of-life care.

Additionally, the following conditions must be satisfied:

- your child started receiving neonatal care within 28 days after the date on which they were born (this is counted from the day after the birth);
- the neonatal care has lasted seven days or longer without interruption (counted from the day after the neonatal care started);
- you are taking the leave to care for your child (however, see [If you suffer a bereavement](#) below); and
- you have complied with the relevant notice and declaration requirements set out in this policy (see [Notice to take neonatal care leave](#) below).

5.2 Neonatal Care Leave Entitlement – adoption or surrogacy

Whatever your length of service, you have a statutory right to take neonatal care leave for adoptions within the UK, if at the date the child is placed for adoption:

- you are the child's adopter and have or expect to have responsibility for the upbringing of the child;
- you are the child's prospective adopter (in a "foster to adopt" arrangement) and have or expect to have responsibility for the upbringing of the child; or
- you are the partner of the child's adopter or prospective adopter and have main responsibility for the upbringing of the child (apart from your partner).

For adoptions from overseas, whatever your length of service, you have a statutory right to take neonatal care leave if at the date the child enters Great Britain:

- you are the child's overseas adopter and have or expect to have responsibility for the upbringing of the child; or
- you are the partner of the child's overseas adopter and have main responsibility for the upbringing of the child (apart from your partner).

When you are adopting a child, your entitlement begins either after the child has been placed for adoption (for adoptions within the UK) or after the child has entered Great Britain (for adoptions from overseas).

If you are having a child through a surrogacy arrangement, whatever your length of service, you have a statutory right to take neonatal care leave if at the date of the child's birth:

- you have applied or intend to apply for a parental order within a period of six months;
- you expect the parental order to be granted; and
- you have or expect to have responsibility for the upbringing of the child.

With both adoption and surrogacy, the following conditions must also be satisfied:

- your child was born on or after 6 April 2025;
- your child started receiving neonatal care within 28 days after the date on which they were born (the 28 days are counted from the day after the child is born);
- the neonatal care has lasted seven days or longer without interruption (the seven days are counted from the day after the neonatal care started);
- you are taking the leave to care for your child (however, see [If the placement is disrupted or you suffer a bereavement](#) below); and
- you have complied with the relevant notice and declaration requirements set out in this policy (see [Notice to take neonatal care leave](#) below).

5.3 Length of neonatal care leave

You are entitled to a period of up to 12 weeks leave, depending on your individual circumstances and reflecting the amount of time your baby has spent in neonatal care. Any neonatal care leave must be taken in blocks of at least one week.

The amount of neonatal care leave that you can take is one week for every week your child has spent in neonatal care without interruption. A week is defined as a period of seven days starting from the day after the neonatal care began.

Neonatal leave is available to take in two tiers. The notice requirements are different depending on whether you take your leave in the tier 1 or tier 2 period, please refer to [Appendix B](#) flowchart.

Tier 1 period

This begins when your child starts receiving neonatal care and ends on the seventh day after your child is discharged. If you take neonatal care leave in the tier 1 period, you can take it in one continuous block or a number of non-continuous blocks of a minimum of one week at a time.

For each week of absence during the tier 1 period, you must provide notice before you are due to start work on the first day of absence in that neonatal care leave week or, where this is not possible, as soon as you reasonably can.

Tier 2 period

This is any other time after the tier 1 period ends during which you are entitled to neonatal care leave. The entitlement period ends 68 weeks after the child's birth.

Neonatal care leave taken in the tier 2 period must be taken in one continuous block and notice must be in writing as follows:

- One week of neonatal care leave - notice must be given no later than 15 days before the first day of the leave.
- Two or more consecutive weeks' neonatal care leave, notice must be given no later than 28 days before the first day of the leave.

You can take only up to 12 weeks' neonatal care leave, even if multiple children from the same pregnancy require neonatal care.

5.4 Start date of neonatal care leave

Following the birth, if your baby receives neonatal care for more than 7 continuous days before they reach 28 days old, you can apply for a period of neonatal care leave.

Your neonatal care leave will start on the date that is specified in your notice.

Alternatively, if you give notice on the same day that you want to begin your leave and you are already in work on that day, your neonatal care leave will start on the following day. If we have agreed to waive the notice requirements, your neonatal care leave will begin on a day that is mutually agreed between us.

5.5 Other statutory leave

You are entitled to take neonatal care leave in addition to any other statutory leave that you may be entitled to, including maternity, adoption, paternity, ordinary parental, parental bereavement and shared parental leave

If you have already started a period of statutory leave, but subsequently become eligible for neonatal care leave, you can take your neonatal care leave after completing the other statutory leave, provided that your neonatal care leave is taken within 68 weeks of your child's birth date. Please refer to [Appendix B](#) flow chart.

If you have already started a period of neonatal care leave during the tier 1 period but need to begin another type of statutory leave, your neonatal care leave will be temporarily paused immediately before the other statutory leave begins. You can then resume the remaining weeks of your neonatal care leave in one of two ways:

- if you are still within the tier 1 period - immediately after the end of the other period of statutory leave; or
- if you have transitioned into the tier 2 period - immediately after any other neonatal care leave taken during the tier 2 period,

You cannot take neonatal care leave in the tier 2 period if, at the time of giving notice, you are aware that the leave will overlap with another type of statutory leave.

Police officers

Under police regulations you can pause police maternity leave, but not statutory maternity pay. You could end the police maternity period and resume it after neonatal care leave, but it would end the statutory period that effects the Statutory Maternity Pay. It is not common for this to happen and we would urge you to seek advice before making any decisions from HR Policy and People Relations, Police Federation and/or managers.

5.6 Neonatal care pay

We will pay you full pay for neonatal care leave if:

- you are entitled to take neonatal care leave;
- you remain in continuous employment from the end of the relevant week (or from the child's birth if they were born before the relevant week);
- you have complied with the relevant notice; and
- you have confirmed when you wish to start receiving neonatal care pay within your form to provide notice of intention and entitlement to take neonatal care leave (birth)

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

5.7 Your rights during neonatal care leave

During neonatal care leave, all the terms and conditions of your contract will continue.

You will continue to accrue your annual leave and bank holiday entitlement during your neonatal care leave.

We will continue to make pension contributions based on your normal pay during any period of paid neonatal care leave. The contributions that you make will be based on the actual pay that you receive during your neonatal care leave.

5.8 Reckonable Service – Police Officers

We'll count the 12 weeks of your neonatal care leave:

- 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.

5.9 Contract of Employment – Police Staff

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

5.10 Court Attendance

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

We'll pay you your normal pay for a full day if you attend court. 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.

5.11 Essential Car Allowance

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

5.12 Car Lease Scheme

If you have a car lease at the time of starting your neonatal care leave, deductions will continue to be made whilst you're on neonatal care leave. During this period, you will retain the use of the car.

5.13 Cycle Scheme

Please refer to the Cycle Scheme.

5.14 Childcare Payments – Salary Sacrifice

It is important to note that the Childcare Benefit Scheme it 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 neonatal care leave. You cannot re-join the 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 your neonatal care leave, we will continue to pay your childcare vouchers on your behalf during your neonatal care leave pay period. If, however, you leave the scheme we won't pay your childcare costs during the neonatal care leave pay period and you will not be able to re-join the scheme.

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

5.15 Neonatal care leave if you suffer a bereavement

If you have accrued entitlement to neonatal care leave and your child sadly dies, you can still take the neonatal care leave that you have accrued. You may also be entitled to parental bereavement leave under our Taking Time Off Policy.

5.16 Neonatal care leave if a placement is disrupted

If you have accrued entitlement to neonatal care leave you can still take the neonatal care leave you have accrued if your placement is disrupted. A placement is disrupted where the child is returned after having been placed for adoption, or ceases to live with the overseas adopter, or in the case of a surrogacy arrangement, the parental order does not proceed.

5.17 Return to work

We'll assume you'll be returning to work at the end of your neonatal care leave period, or to another form of leave such as paternity, adoption or shared parental leave.

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.

5.18 Phased return to work

You may wish to have a phased return to work after tier 2 neonatal care leave. Please refer to the Maternity, Adoption and Shared Parental Leave policies for further details.

5.19 Career Breaks (Police Officers only)

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

5.20 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 How to apply for neonatal care leave

Apply as soon as possible. Notice will depend on the tier of Neonatal care leave that you are applying for, please see [Appendix B](#) flow chart. This should be:

Tier 1

For each week of neonatal care leave that you wish to take you should notify GMSS/line manager preferably before your first day of absence in that week. However, we understand that this is likely to be a challenging time for you, so please give notice as soon as you reasonably can.

You are also required to give notice of your intention and entitlement to take neonatal care leave using our form to provide notice of intention and entitlement to take neonatal care leave (birth). This form contains a declaration that will need to be signed by you.

There is no expectation on you to complete this form straightaway while your child is receiving neonatal care. However, we do request that the form is sent to us within 28 days of the first day of your neonatal care leave, or if this is not possible as soon as it is reasonably practicable.

Tier 2

If you wish to take neonatal care leave in the tier 2 period, you will need to give notice in writing of your intention and entitlement to take neonatal care leave using our Form to provide notice of intention and entitlement to take neonatal care leave (birth) This form contains a declaration that will need to be signed by you.

If you are taking a single week of neonatal care leave, your notice should be received by us no later than 15 days before the first date that you have chosen for your leave to start, or if this is not possible as soon as it is reasonably practicable.

If you are taking two or more consecutive weeks of neonatal care leave, your notice should be received by us no later than 28 days before the first date that you have chosen for your leave to start, or if this is not possible as soon as it is reasonably practicable.

Changing your neonatal care leave plans

If you have submitted a notice of intention and entitlement to take neonatal care leave during the tier 2 period but wish to cancel your leave, you must inform [line manager/GMSS] using our Form for employee to cancel neonatal care leave (birth)

If you intended to take a single week of neonatal care leave, you must submit this form at least 15 days before the first date that you had chosen for your leave to start.

If you intended to take two or more consecutive weeks, you must submit this form at least 28 days before the first date that you had chosen for your leave to start.

Late notice

We understand that having a child in neonatal care is an incredibly difficult time for parents. If it is not possible for you to meet the timeframes for giving or withdrawing notice as set out in this policy, we will accept later notice than this and, in some cases, we may agree to remove the requirement give notice altogether.

Changes affecting your entitlement to neonatal care leave and pay

You must keep your line manager informed about the date that your child's neonatal care ends as soon as reasonably practicable after the care has ended.

If your child starts receiving neonatal care again, after you have informed us that the care has ended, you must keep your line manager informed of the new start and end dates.

6.2 Contact during neonatal care leave

You should agree to and maintain reasonable contact with your manager during your neonatal care leave. This may be to discuss your plans for taking leave, to discuss any special arrangements to ease your time away from work, or to update you on developments at work during your absence.

6.3 Returning to work after neonatal care leave

If you take neonatal care leave after maternity, adoption or shared parental leave, your line manager will arrange a face-to-face meeting to discuss your return to work after neonatal care leave 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.

6.4 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.

6.5 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](#).

6.6 Wellbeing support

For wellbeing support during this difficult time, you can contact the Employee Assistance Programme. You don't need a referral from your manager. This service is provided by an external company and further information can be found on [People Pages](#), including how to access the 24/7 confidential counselling line.

7. Associated Documents

GMP Forms:

[Neonatal Care Application Form](#)

[Flexible working application form](#)

[Leaver Form](#)

[New Parent Return to Work Plan](#)

GMP Policies:

[Maternity Policy](#)

[Adoption Policy](#)

[Pregnancy Loss Policy](#)

[Shared Parental Leave Policy](#)

[Flexible Working Policy](#)

[Taking Time off Policy](#)

[Attendance Policy](#)

[Hybrid Working Policy](#)

GMP Guidance:[Neonatal Care Leave Management Toolkit](#)[Pregnancy Loss Management Toolkit](#)[Shared Parental Leave Management Toolkit](#)[Alternative Fertility Treatment Management Toolkit](#)[Pregnancy and New Parent Mental Health Guidance](#)[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 Neonatal Care (Leave and Pay) Act 2023, Neonatal Care Leave and Miscellaneous Amendments Regulations 2025 and Statutory Neonatal Care Pay (General) Regulations 2025

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

8.5 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.
Legal Services	The new policy has been shared with Legal Services and their comments have been taken into account.

9. Appendices

Appendix A - Signposting, further reading and additional advice and support

AIMS

Association for Improvements in the Neonatal Care 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 Neonatal Care 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>

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>

Child Bereavement UK

A charity which helps families to rebuild their lives when a child grieves or when a child dies, supporting children and young people (up to the age of 25) when someone important to them has died or is not expected to live, and parents and the wider family when a baby or child of any age dies or is dying. www.childbereavementuk.org

Cruse

The UK's leading bereavement charity provides advice on coping with a death www.cruse.org.uk

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

Hospice UK

For information and help talking about dying, death and bereavement www.hospiceuk.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>

Mind

For mental health information and support www.mind.org.uk

Mummy's Star

A unique charity providing dedicated cancer support in the UK & Ireland www.mummysstar.org

Neonatal Care Action

Fighting for the better Neonatal Care rights – www.maternityaction.org.uk

NPCC Family Support Guidance

Recommendations and Considerations for Police Forces. [NPCC Document](#)

Pelvic Support Partnership

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

Rainbow Trust

Provides support to families with a seriously ill child, including neonatal support [Rainbow Trust](#)

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

Spoons

An organisation whose aim is to alleviate stress and reduce the isolation of families who experience neonatal care [Spoons](#).

Sue Ryder

A charity which can provide advice on coping with a death www.sueryder.org.uk

Tommy's

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

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>

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

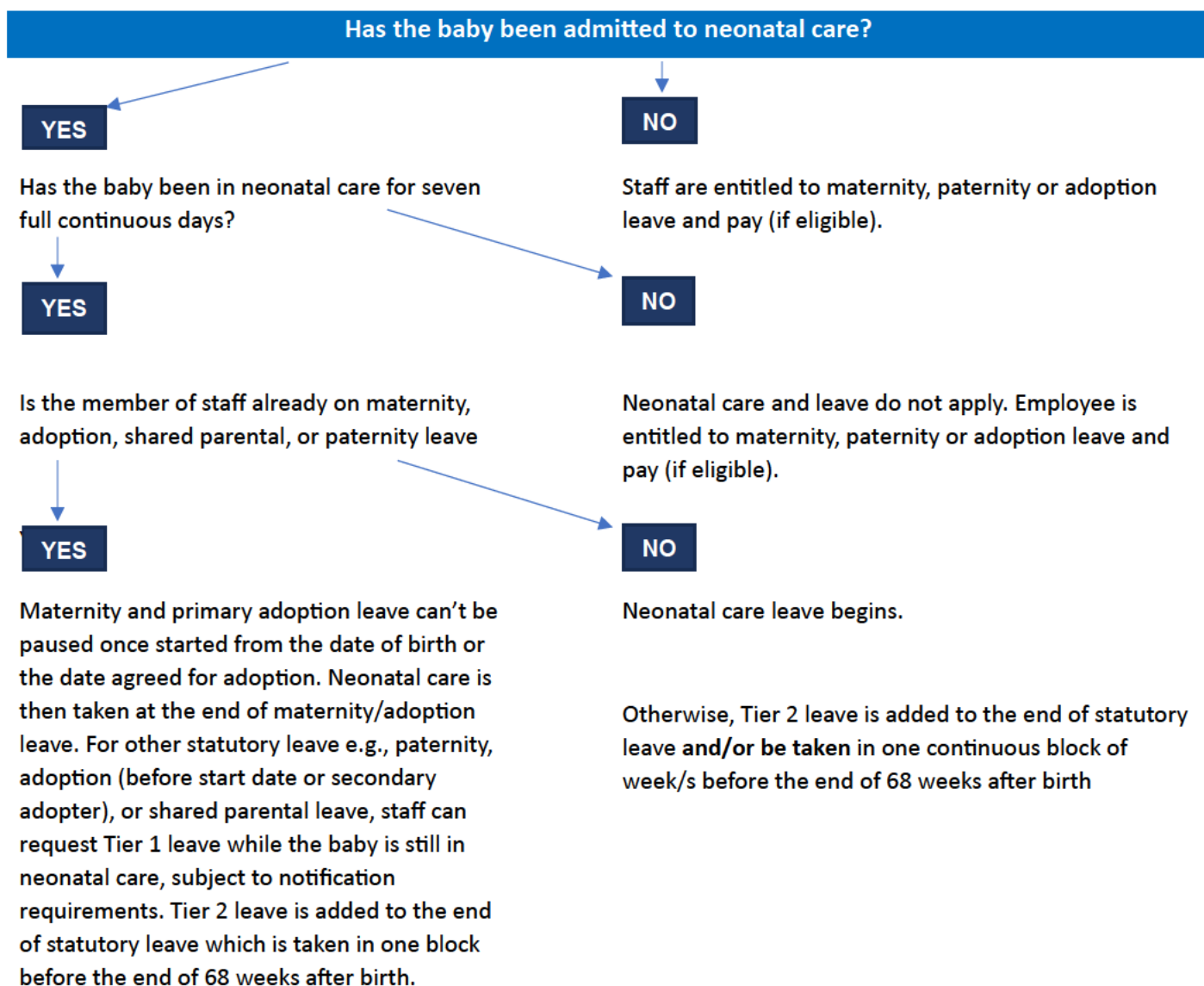
World Health Organisation

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>

Appendix B - Understanding if neonatal care leave applies



Neonatal care leave and pay is divided into two tiers:

Tier 1	Tier 2
Starts when the baby is still receiving neonatal care, and including one week after the care has ended. Can be taken in an unlimited number of blocks to allow the employee to stop work at short notice to care for their baby in neonatal care. Staff should provide notice on the first day of absence or, as soon as reasonable Form submitted within 28 days • Paternity and shared parental leave can be taken flexibly around neonatal care leave. • Maternity leave and adoption leave need to be taken first before neonatal care leave.	After up to 68 weeks from the date of the child's birth. Taken in one continuous block. Notice to be given in writing for: 1 week of leave - at least 15 days 2 or more weeks' - at least 28 days