

Paternity Leave Policy

Version 8

Greater Manchester Police

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1. Introduction and Background

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 parents and to promoting a healthy work-life balance.

We aim to:

- Treat you fairly, equally and supportively
- 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.

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 single period of one week or two consecutive weeks leave, which must be taken in whole 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 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 does not 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)

Parental leave that can be taken to share the care of a child born/adopted on or after 5th April 2015. For more information, please refer to the Shared Parental Leave Policy.

Statutory Shared Parental Pay (ShPP)

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

4. Roles & Responsibilities

Responsibility of HR

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

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 Am I Allowed Paternity Leave?

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 When can I 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 56 days of the actual date of birth of the child, or
- if the child is born early, within 56 days of the first day of the Week in which the birth was expected.

5.3 Paternity Leave Pay

We'll pay you full pay for the first week of Paternity Leave.

We'll pay you Statutory Paternity Pay in the second week if you've worked continuously for GMP for 26 weeks before the Qualifying Date.

We won't pay you Statutory Paternity Pay if your average weekly pay falls below the lower earnings limit for National Insurance purposes.

5.4 Pensions

Your pension contributions will continue whilst we're paying you full pay or Statutory 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. However, during your Paternity Leave, we'll only pay you as described in section 5.4 above.

5.7 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.

5.8 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 are not substantially less favourable than your old job.

5.9 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 is not 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 GMSS.

You'll need to tell your manager:

- the week the baby is due,
- whether you wish to take one or two weeks leave, and
- when you want your leave to start.

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'.

7. Associated Documents

GMP Forms:

Paternity Leave Application Form

GMP Policies:

Maternity Leave Policy

[Adoption Leave Policy](#)

8. Statutory Compliance

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

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

8.2 Equality Act 2010

Due regard has been had to the Equality Act implications. The Paternity Leave Policy promotes equality of opportunity in accessing Paternity Leave.