GREATER MANCHESTER POLICE

Pregnancy Loss

Policy

Version 3

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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 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.

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.

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.

Stillbirth and other family leave

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.

In the sad event of a surrogate mother in a prospective adoption experiencing a stillbirth or death shortly after birth, you will be eligible for adoption leave and parental bereavement leave.

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 you 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.