

## Step by Step



### Maternity Leave

URN: J-Pr-080

---

<b>Version:</b>	2.0
<b>Effective Date:</b>	21/06/2021
<b>Version Date:</b>	31/05/2024
<b>Review Date:</b>	31/05/2025

<b>Host Force:</b>	Dorset Police
<b>Host Policy Unit:</b>	Dorset Police Legitimacy Team
<b>Step by Step Owner:</b>	Alliance Head of Employee Relations – HR Operations
<b>Step by Step Author:</b>	Strategy and Policy Lead – Employee Relations

**Associated Documents:** Please see [Section 5](#)

---

#### Applicable to:

Devon & Cornwall Police	<input checked="" type="checkbox"/>
Dorset Police	<input checked="" type="checkbox"/>
OPCC Devon & Cornwall	<input type="checkbox"/>
OPCC Dorset	<input checked="" type="checkbox"/>
Officers	<input checked="" type="checkbox"/>
Staff	<input checked="" type="checkbox"/>

---

**PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UP TO DATE VERSION CAN BE FOUND ON THE [FORCE DOCUMENT LIBRARY](#).**

Before reviewing the following procedural step by step guidance, individuals and line managers must ensure they have familiarised themselves with the Maternity Leave policy (officers or staff), setting out the forces provisions and eligibility criteria in full.

[J-P-048 Maternity Leave – Police Officers Policy](#)

[J-P-050 Maternity Leave – Police Staff Policy](#)

## **1.0 Introduction**

It is the responsibility of the line manager to provide appropriate support, including support for perinatal mental health, for pregnant individuals including those who have pregnancy related absences.

Further information is attached in Section 5.0 ‘Supporting Links and Guidance’. Individuals must ensure they have read ‘Police Officer Maternity leave – Additional Information’ or ‘Police Staff Maternity Leave – Additional Information’ prior to commencing maternity leave.

The line manager should respect the individual’s right to privacy and confidentiality, ensuring that they do not share information unnecessarily or without agreement.

## **2.0 Eligibility**

Pregnant individuals taking time off work to have a baby may be eligible for: statutory maternity leave, statutory maternity pay (or maternity allowance, where there is no eligibility for statutory maternity pay), occupational / contractual maternity leave, occupational / contractual maternity pay and paid time off for ante natal care. A pregnant individual’s rights are protected against unfair treatment, discrimination, or dismissal.

The father / partner may be eligible to take paternity (maternity / adoption support) leave or shared parental leave with the mother, subject to the eligibility criteria. Please see the relevant guidance for further information.

## **3.0 Entitlement**

The provisions within this procedural guidance apply to police officers and police staff. The procedures within this step by step apply to agency workers in respect of maternity leave and statutory entitlements.

## **4.0 For Further Assistance**

Please contact [HR Operations - Admin \(D&C\)](#) or [.HR Ops Dorset – Admin \(Dorset\)](#) if further support is required.

## **5.0 Supporting Links and Guidance**

[Annual Leave – Maternity, Adoption and Shared Parental Leave](#)

[Contact details for RMU \(D&C\)](#) / For Duties (Dorset), please refer to local email address

[Family Leave Glossary](#)

[Family Leave Policy](#)

[Family Leave Support Portal](#)  
[Family Support Group \(D&C\)](#)  
[Flexible Working Step by Step](#)  
[Generic Risk Assessment \(Expectant Mother\) – Police Officer](#)  
[Generic Risk Assessment \(Expectant Mother\) – Police Staff](#)  
[Gov.uk Tax-free Childcare](#)  
[‘Keeping in touch’ Days Request Form](#)  
[Notification of Intention to take Maternity Leave Form – Police Officers](#)  
[Notification of Intention to take Maternity Leave Form – Police Staff](#)  
[Police Officer Maternity Leave – Additional Information](#)  
[Police Staff Maternity Leave – Additional Information](#)  
[Return to Work from Maternity Leave Form](#)  
[Return to Work Discussion Form](#)  
[Support Networks \(Dorset\)](#)  
[www.adviceguide.org.uk](http://www.adviceguide.org.uk)  
[www.acas.org.uk](http://www.acas.org.uk)  
[www.hmrc.gov.uk](http://www.hmrc.gov.uk)

HR Privacy Notice ([D&C](#)) / ([Dorset](#)).

## 6.0 Flowchart

- |   |   |
|---|---|
| 1. Individual informs line manager of pregnancy                           | The individual should inform their line manager of the pregnancy and complete the 'Notification of Intention to Take Maternity Leave Form', available within Section 5.0 'Supporting Links and Guidance'.   |
| 2. Individual informs line manager and HR Operations of pregnancy         | <p>The 'Notification of Intention to Take Maternity Leave Form' should be emailed to HR Operations - Admin as soon as possible and no later than the 25<sup>th</sup> week of pregnancy to ensure entitlement for Statutory Maternity Pay (SMP) is processed.</p> <p>HR Operations – Admin will acknowledge receipt of this email to the individual and will update the date of commencement of maternity leave onto the HR System.</p> <p>Please contact <a href="#">HR Operations - Admin (D&amp;C)</a> or <a href="#">.HR Ops Dorset – Admin (Dorset)</a> for advice regarding the maternity leave process.</p>   |
| 3. Line manager completes risk assessment with individual                 | <p>The line manager, in conjunction with the individual, must assess the work activities of expectant, new and breastfeeding mothers, using the Force 'Generic Risk Assessment Form' (GRA) for officers or staff, (available within Section 5.0 'Supporting Links and Guidance'), as a reference, in accordance with guidance given in the Family Leave Policy and this procedure.</p> <p>This assessment must take account of all potential additional risks posed by the individual's pregnancy or postnatal needs. Line managers are advised to seek support and advice from the Family Support Group (D&amp;C) or Support Networks (Dorset) to ensure they write meaningful risk assessments. The specific risk assessment should be reviewed and updated regularly (at least once a month) as the pregnancy progresses and circumstances change. The line manager must send the risk assessment to the individual and, once agreed, send a copy to HR Operations - Admin.</p> <p>Support is also available via the Employee Assistance Programme (EAP) and Occupational Health (OH).</p> <p>The line manager must also inform HR Operations - Admin of any adjusted duties / hours that are put in place. Support is available from OH and Health and Safety (H&amp;S) in relation to working hours and environment.</p> |
| 4. Line manager provides support to individual, in the event of baby loss | In the event of baby loss prior to 24 weeks (miscarriage), the line manager should refer to the compassionate leave and / or attendance support guidance, and meet with the individual from a welfare perspective, ensuring that  |

- |  |   |
|--|---|
| 4. Cont'd  | <p>adequate support is offered through OH, EAP and the Family Support Group (D&amp;C) / Support Networks (Dorset), as appropriate.</p> <p>In the event of baby loss from 24 weeks onwards (stillbirth) or a neonatal death (up to 28 days after a live birth), the individual may be entitled to maternity leave and pay, and parental bereavement leave and pay (which the Force deliver through the compassionate leave procedural guidance). The line manager must ensure that appropriate support is offered, through OH, EAP and the Family Support Group (D&amp;C) / Support Networks (Dorset), as required.</p> <p>In the event of a premature birth, refer to the compassionate leave procedural guidance or contact HR Operations - Admin for advice.</p> <p>In any unforeseen circumstances, as set out above, it is the line manager's responsibility to either update GRS or inform the relevant Resource Management Unit (D&amp;C) / Duties (Dorset) team of the commencement of compassionate, parental bereavement leave or maternity leave, as appropriate.</p> |
| 5. HR record and retain risk assessment                | <p>HR Operations - Admin will record and retain the risk assessment on the personal file and update any restricted duties on the HR system.</p>   |
| 6. Line manager and individual consider practicalities | <p>Maternity uniform is available through Central Stores. Individuals can choose to request male shirts which are larger / longer.</p> <p>Officers can still undertake Officer Safety Training and First Aid training during their pregnancy, with control measures, unless there are any underlying complications, in which case the line manager should refer to OH using a referral form.</p> <p>The line manager should liaise with the individual at an early stage, regarding the taking of annual leave entitlement, prior to commencing maternity leave.</p>  |
| 7. Individual obtains Maternity Certificate (MATB1)    | <p>The individual should obtain the MATB1 from their midwife after the 20-week scan, confirming the expected date of childbirth.</p> <p>It is advised that individuals retain a copy of their MATB1, sending the original to HR Operations – Admin, and confirming this to the line manager, no later than the 25<sup>th</sup> week of pregnancy, to ensure entitlement for SMP.</p> <p>HR Operations – Admin will acknowledge receipt of the MATB1 by email to the individual.</p>   |

8. HR update MATB1 and Payroll calculate pay

Upon receipt of the MATB1, HR Operations – Admin will update the Expected Week of Childbirth (EWC) on the HR System and will then forward the MATB1 to the Payroll team.

The Payroll team will confirm receipt of the MATB1 to the individual and HR Operations - Admin, and will update all other required details onto the HR System, calculate Statutory Maternity Pay (SMP) and Occupational Maternity Pay (OMP), as appropriate, and will write to the individual notifying them of the pay related arrangements for the duration of the maternity leave period.

9. Line manager finalises details for individual's maternity leave

The line manager must ensure they have agreed a method of keeping in touch with the individual and the frequency of that contact. The line manager must ensure that any subsequent new line manager is aware of this agreement.

It is recommended that a supporter from the Family Support Group (D&C) / Support Networks (Dorset) is allocated to support this step.

It is the line manager's responsibility to either update GRS or inform the relevant Resource Management Unit (D&C) / Duties (Dorset) team of the commencement of maternity leave.

The line manager will raise an incident via MyIT, providing the individual's details and the date of commencement of the individual's maternity leave, to request that computer access is retained for the duration of their leave, to enable Force system access during a 'Keeping in Touch' (KIT) day (see Step 10).

The line manager must ensure the individual is notified of any significant workplace changes or any promotion / training opportunities relating to their role.

Line managers should signpost individuals to the 'Family Leave Support Portal', available on the Force external website, which enables individuals on maternity leave to access the family leave provisions, useful contacts and resources.

10. Line manager provides support and maintains contact with the individual

The line manager should provide appropriate support and keep in touch with the individual during their maternity leave. Additional support can be accessed via the Family Support Group (D&C), Support Networks (Dorset), the Police Federation/Trade Unions and the EAP.

The individual may choose to take up to 10 'Keeping in Touch' (KIT) days during their maternity leave without

10. Cont'd

bringing their maternity leave to an end. Both parties are responsible for ensuring that contact is maintained. There is no obligation to work these days and it will not affect eligibility for statutory or occupational maternity pay (SMP / OMP).

Any hours / days worked will be paid at the normal hourly rate. Further information is available within the relevant 'Maternity Leave – Additional Information' document, within Section 5.0 'Supporting Links and Guidance'.

KIT days should be arranged, in advance, with the line manager; the individual should complete and submit a 'Keeping in Touch Days Request Form', available within Section 5.0 'Supporting Links and Guidance'.

**Please note:** A mother cannot work or use a KIT day within the 2-week period following the birth of their child; this includes any work performed at home.

The line manager must ensure that a completed 'Keeping in Touch Days Request Form' is submitted to Payroll, every time a KIT day is worked, to ensure the individual receives pay, where applicable, in accordance with the hours worked.

It is the line managers responsibility to update GRS or inform the relevant Resource Management Unit (D&C) / Duties (Dorset) team of the dates of any annual leave taken during a period of occupational maternity leave (See Step 11).

11. Line manager and individual discuss return to work

The individual should contact their line manager at least 28 days in advance of their return, to discuss and agree their return to work. **Please note:** Where the individual intends to submit a flexible working request, three months' notice must be provided.

Individuals may request temporary family friendly hours for a period of up to three months, via an informal local arrangement, to allow flexibility whilst supporting childcare needs, enabling alternative work patterns to be trialled before submitting a flexible working request. The individual is encouraged to work a minimum of 50% of their standard weekly working hours, with any reduction in hours being covered through the use of annual leave and / or time on card / flexitime or unpaid leave (including unpaid parental leave). Taking unpaid leave will result in a reduction in pay. The request must be discussed and agreed with the line manager prior to the individual's return to work, with the arrangement commencing on the individual's physical return to the workplace. Further



11. Cont'd

information is available within the 'Maternity Leave – Additional Information Procedure' (see Section 5.0 'Supporting Links and Guidance').

Where the individual requires additional flexibility to support childcare needs for a period exceeding three months, they may wish to request a short term / temporary flexible working arrangement via the line manager in accordance with J-Pr-318 Flexible Working Procedure (available within Section 5.0 'Supporting Links and Guidance').

Where individuals wish to formally alter their working hours / pattern, the individual must submit a flexible working request. Individuals must ensure they allow at least three months prior to the end of maternity leave for commencement and completion of the flexible working process. Line managers must ensure that completed, approved flexible working requests are submitted to HR Operations – Admin at least 28 days prior to the end of maternity leave.

The line manager should provide a copy of the 'Return to Work from Maternity Leave Form' (available within Section 5.0 'Supporting Links and Guidance') to the individual to complete and return, emailing this to HR Operations - Admin, in advance of the individual's return to work.

The line manager must either update GRS or inform the relevant Resource Management Unit (D&C) / Duties (Dorset) team of the individual's return from maternity leave, including any agreed temporary family friendly hours arrangement. Line managers of operational officers and staff returning from maternity leave should contact RMU (D&C) / Duties (Dorset) to ensure the returner is placed 'non-threshold' for their first week back at work.

**Please note:** Individuals are entitled to take annual leave during a break in occupational maternity leave. For additional information please refer to the relevant 'Maternity Leave – Additional Information' document, available within Section 5.0 'Supporting Links and Guidance'. Where maternity leave bridges two annual leave years, any remaining leave entitlement (including Public / Bank Holidays) not able to be taken during a break in occupational maternity leave, will be carried forward and must be taken by the end of the following leave year, e.g., within 12 months. Further information is available within the 'Annual Leave – Maternity, Adoption and Shared Parental Leave' procedural guidance.



11. Cont'd
- Individuals should consider whether they require new uniform, including a potential assessment of their body armour, if applicable, and contact Central Stores as required.

In conjunction with the individual, the line manager must conduct a new / breastfeeding mother risk assessment, located within the relevant 'Generic Risk Assessment Form', (available within Section 5.0 'Supporting Links and Guidance'), to identify any post pregnancy / birth complications or adjustments that need to be made to the workplace environment or working hours for the individual. A referral to OH can be made to support this. Once agreed with the individual, the line manager should send a copy to HR Operations - Admin to be retained on the individual's personnel file.
12. Line manager holds return to work discussion with individual
- The line manager will welcome the individual back to the workplace, undertaking a return-to-work discussion, (using the 'Return to Work from Maternity Leave Form' available within Section 5.0 'Supporting Links and Guidance'), tailored towards the individual's needs, and ensuring all relevant practical arrangements are in place to support the individual.

Where appropriate, the line manager should ensure a 'Training Needs Analysis' is undertaken, ensuring arrangements are put in place to address any training, mentoring or familiarisation requirements.

Managers should contact [HR Operations - Admin \(D&C\)](#) or [.HR Ops Dorset – Admin \(Dorset\)](#) if the situation they are managing does not appear to be straightforward.

---

## 7.0 Monitoring and Review

Review and amendments will be coordinated by the Policy Unit.

The Alliance Head of Employee Relations is responsible for overseeing this document to ensure a consistent Force approach is maintained. Monitoring will be primarily carried out subject to force processes of continuing review and in line with force governance requirements.

This document will be reviewed annually subject to legislation / process changes.

**Please note:** Where legislation / guidance changes have occurred / scheduled to occur or operational needs demand it, ahead of the revised review date, Alliance People policies and associated procedures / step by steps will be applied in line with prevailing legislation / guidance.

We welcome any comments or suggestions you wish to share about the content or implementation of this procedure. If you would like to make contact to discuss further, please email: [.Policies@dorset.PNN.police.uk](mailto:.Policies@dorset.PNN.police.uk)

---

## 8.0 Version History

**Version:** 1.0  
**Date:** 21/06/2021  
**Reason for Amendments:** Initial document  
**Amended by:** Employee Relations  
**Approved by:** Board  
**Date Approved:** 13/05/2021  
**Quality Assured:** Legitimacy Team

---

**Version:** 1.1  
**Date:** 12/07/2021  
**Reason for Amendments:** Step 11 – page 7, email contact amended from the payroll team' to 'HR Operations – Admin'.  
**Amended by:** Employee Relations  
**Approved by:** ER  
**Date Approved:** n/a  
**Quality Assured:** Legitimacy Team

---

**Version:** 1.2  
**Date:** 14/10/2021  
**Reason for Amendments:** Updated links for HR Privacy Notices  
**Amended by:** Legitimacy Team  
**Approved by:** Legitimacy Manager  
**Date Approved:** 14/10/2021  
**Quality Assured:** Legitimacy Team

---

**Version:** 1.3  
**Date:** 08/03/2022  
**Reason for Amendments:** Family Leave Glossary link inserted. Logo updated.  
**Amended by:** Employee Relations  
**Approved by:** ER  
**Date Approved:** n/a  
**Quality Assured:** Legitimacy Team

---

**Version:** 1.4  
**Date:** 03/05/2022  
**Reason for Amendments:** New paragraph (Section 3) – Expectant Parents – Established COVID principles.  
**Amended by:** Employee Relations  
**Approved by:** ER  
**Date Approved:** n/a  
**Quality Assured:** Legitimacy Team

---

**Version:** 1.5  
**Date:** 18/07/2022  
**Reason for Amendments:** Update to method of contact for ICT (Flowchart 9,10 & 11).  
**Amended by:** Employee Relations  
**Approved by:** ER  
**Date Approved:** n/a  
**Quality Assured:** Legitimacy Team

---

**Version:** 1.6  
**Date:** 18/08/2022  
**Reason for Amendments:** Step 11 – clarity on the provisions which already exist  
Insertion of 'occupational'.  
**Amended by:** Employee Relations  
**Approved by:** ER  
**Date Approved:** n/a  
**Quality Assured:** Legitimacy Team

---

**Version:** 1.7  
**Date:** 05/12/2022  
**Reason for Amendments:** Minor enhancements, e.g., the inclusion of a reminder for line managers to respect privacy/confidentiality following NPCC Family Leave Guidance. Review date – 2 years.  
**Amended by:** Employee Relations  
**Approved by:** ER  
**Date Approved:** n/a  
**Quality Assured:** Legitimacy Team

---

**Version:** 1.8  
**Date:** 13/12/2022  
**Reason for Amendments:** Step 4 – Punctuation amendments.  
**Amended by:** Employee Relations  
**Approved by:** ER  
**Date Approved:** n/a  
**Quality Assured:** Legitimacy Team

---

**Version:** 1.9  
**Date:** 17/02/2023  
**Reason for Amendments:** Minor amendments made to the wording of paragraph 1 on step 11 (page 6).  
**Amended by:** Employee Relations  
**Approved by:** ER  
**Date Approved:** n/a  
**Quality Assured:** Legitimacy Team

---

**Version:** 1.10  
**Date:** 17/02/2023  
**Reason for Amendments:** HR Privacy Notice – Link repair.  
**Amended by:** Legitimacy Team  
**Approved by:** Legitimacy Manager  
**Date Approved:** 17/02/2023  
**Quality Assured:** Legitimacy Team

---

**Version:** 1.11  
**Date:** 19/10/2023  
**Reason for Amendments:** Key amendments are necessary to comply with Police Regulations, to bring the guidance up to date with current legislation, to provide additional clarification in line with feedback, along with signposting to additional support where this is required. Updated to latest template.  
**Amended by:** Employee Relations  
**Approved by:** Alliance Head of Employee Relations  
**Date Approved:** 09/10/2023  
**Quality Assured:** Legitimacy Team

---

**Version:** 1.12  
**Date:** 05/12/2023  
**Reason for Amendments:** Additional feedback was received which has necessitated some further changes to assist with clarification on the current process.  
**Amended by:** Employee Relations  
**Approved by:** Alliance Head of Employee Relations  
**Date Approved:** 04/12/2023  
**Quality Assured:** Legitimacy Team

---

**Version:** 1.13  
**Date:** 12/01/2024  
**Reason for Amendments:** Request from HR Corporate Support – Updating of links to GRA (Expectant Mothers). No change to review date.  
**Amended by:** Employee Relations  
**Approved by:** n/a  
**Date Approved:** n/a  
**Quality Assured:** Legitimacy Team

---

**Version:** 1.14  
**Date:** 09/02/2024  
**Reason for Amendments:** Changes in legislation in respect of annual leave carry forward provisions in the case of long-term sickness and family leave, minor amendments have been made for clarification purposes. Supporting links and guidance section links updated.  
**Amended by:** Employee Relations  
**Approved by:** Strategy & Policy Lead - ER  
**Date Approved:** 09/02/2024  
**Quality Assured:** Legitimacy Team

---

**Version:** 1.15  
**Date:** 01/03/2024  
**Reason for Amendments:** Amendment required / updated - accessibility to IT in circumstances where an individual has been absent from work long term.  
**Amended by:** Employee Relations  
**Approved by:** ER  
**Date Approved:** n/a  
**Quality Assured:** Legitimacy Team

---

**Version:** 1.16  
**Date:** 17/05/2024  
**Reason for Amendments:** Minor amendments made within the flowchart to reflect an IT process change allowing computer system access to be retained for the duration of maternity leave and used when working a KIT day.  
**Amended by:** Employee Relations  
**Approved by:** ER  
**Date Approved:** n/a  
**Quality Assured:** Legitimacy Team (7101)

---

**Version:** 2.0  
**Date:** 31/05/2024  
**Reason for Amendments:** Following full organisational consultation, the existing Temporary Family Friendly Hours provision has been reviewed and amended, to add clarification and aid a shared understanding across the Alliance.  
**Amended by:** Strategy & Policy Lead – Employee Relations  
**Approved by:** Strategic People Board  
**Date Approved:** 29/05/2024  
**Quality Assured:** Legitimacy Team

---

## 8.0 Governance

**Present Portfolio Holder:** Alliance Head of People (HR Operations)  
**Present Document Owner:** Alliance Head of Employee Relations  
**Present Owning Department:** Alliance People Portfolio

**Name of Board:** Strategic People Board  
**Chief Officer Approving:** Assistant Chief Officer D&C and T/ACC Dorset  
**Date Approved:** 13/05/2021

**Business Board member approving** (Devon & Cornwall only when not contentious or novel): n/a  
**Date approved:** n/a

---

\*\*\*End of Document\*\*\*