

## Additional Information



### Pregnancy and Maternity Leave - Police Officers

URN: J-Pr-076

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**Host Force:** Dorset Police  
**Host Policy Unit:** Dorset Police Legitimacy Team  
**Policy Owner:** Alliance Head of Employee Relations  
**Policy Author:** Strategy & Policy Lead (ER)

**Associated**

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

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**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 type="checkbox"/>

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

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## 1.0 Introduction

This guide includes quotations from, and information based on, the ‘Gov.UK’ website. The information from Gov.uk is provided in line with the terms of the [Open Government Licence v3.0](#).

**Please note:** Where reference is made in this procedure to a relevant week, the week begins on a Sunday and ends on a Saturday.

### Statutory Maternity Leave (SML)

SML can be taken for up to 52 weeks with no continuous service period required. An officer can choose to start SML any time after the 11<sup>th</sup> week before the week in which the baby is due, up until the expected date of birth of the child.

The officer must not return to work during the first two weeks following the birth which are treated as **Compulsory Maternity Leave (CML)**.

### **Police (Occupational) Maternity Leave (PML)**

An officer is entitled to a maximum of 15 calendar months' PML. PML can commence after the first three calendar months of pregnancy at the earliest and the expected date of birth of the baby at the latest. PML must end no later than 12 calendar months after the expected date of birth, subject to the maximum total entitlement of 15 calendar months.

### **Statutory Maternity Pay (SMP)**

Officers with a minimum of 26 weeks' continuous service in this or their previous Force, with no break in between, by the end of the 15<sup>th</sup> week before the week the baby is due (who meet the other eligibility criteria for SMP) are entitled to 39 weeks' SMP. The first six weeks of SMP are paid at 90% of normal pay followed by 33 weeks at lower rate SMP.

### **Police (Occupational) Maternity Pay (PMP)**

Officers will be entitled to receive PMP at full pay for the first 26 weeks of maternity leave, provided they have 63 weeks continuous service as a police officer (in any Force) before the beginning of their expected week of childbirth and remains pregnant, or has given birth prematurely, 15 weeks before the week the baby is due.

Officers can elect, with the agreement of the Force, to extend their final five weeks' occupational maternity pay to 10 weeks at half pay.

The officer will be entitled to be paid one of the following options:

#### Option 1

Week 1 – 26 = Full Pay

Week 27 – 39 = Lower rate SMP

#### Option 2

Week 1 – 21 = Full Pay

Week 22 – 31 = Half Pay

Week 32 – 39 = Lower rate SMP

The full and half pay will be made up with a combination of occupational and statutory payments.

PMP is conditional upon the officer returning to work for four weeks' service at the end of the maternity leave period. Where an officer does not return to work for at least four weeks they will be required to repay the PMP. Normal notice periods will apply. The same applies at the end of any agreed period of absence, e.g., career break leave, parental leave or unpaid leave that immediately follows a period of maternity leave.

The notice period can be counted as returning to work provided it is either covered by annual leave or sick leave certified by a medical certificate (fit note).

## **Maternity Allowance (MA)**

An officer who does not qualify for SMP or PMP may be entitled to Maternity Allowance (MA), which is a state benefit paid subject to qualifying conditions. Once the officer has sent their MATB1 and Notification of Intention to take Maternity Leave form to Payroll, an SMP1 form will be sent to the officer to complete together with the original MATB1.

## **Bereavement (Infant)**

The Force is committed to ensuring every support is given to an officer who has suffered, or whose partner has suffered baby loss via a miscarriage or stillbirth. Access to Occupational Health (OH) is available to both the officer and their line manager. OH will be able to put the officer / line manager in contact with the most appropriate sources of advice, guidance and support. The Employee Assistance Programme (EAP) is also available to provide advice and support to both the officer / their family and to the line manager.

Every support will also be given to the officer when planning their return to work, both in terms of their health, safety and wellbeing and also in terms of how the officer would like to handle their first few days back in the workplace.

For additional information on baby loss please see 'J-Pr-188 Baby Loss (Miscarriage / Stillbirth / Neonatal Death) procedural guidance available via Section 4.0 'Supporting Links and Guidance'.

## **2.0 A-Z of Additional Information**

Officers will continue to benefit from all of their terms and conditions of service that would have applied had they been at work, with the exception of remuneration.

### **Annual and Public / Bank Holiday Leave**

Officers continue to accrue their annual leave entitlements whilst on maternity leave, including provision for public / bank holidays as they arise. Accrual of annual leave and public / bank holiday entitlements during the period of maternity leave is based on the officer's hours immediately prior to the commencement of maternity leave.

Officers are able to take occupational maternity leave in blocks. This allows for officers to undertake activities such as participation in training, attend court or take annual leave; it also enables officers to comply with maximum annual leave carry forward requirements.

Where an officer elects to take annual leave during a break in their paid maternity leave, their SMP will end and, for the period of annual leave, they will not be considered as on maternity leave. At the end of the annual leave period, statutory entitlements will not restart. Advice should be sought from the Payroll team on any impact on maternity pay before taking annual leave during a break in maternity leave.

For additional information on annual leave and maternity please see 'J-Pr-234 Annual Leave - Maternity, Adoption and Shared Parental Leave' procedural guidance available via Section 4.0 'Supporting Links and Guidance'.

### **Attendance at Court**

Where an officer is required to attend court whilst on maternity leave, they must attend unless a doctor certifies they are unfit to do so. The line manager must also undertake a risk assessment for new / breastfeeding mothers to identify any risks or requirements to enable the new mother to attend. If any significant risks are identified that cannot be resolved via adjustments, the line manager would then need to liaise with the relevant court liaison officer to agree the way forward.

Attendance at court as a police witness is classed as a recall to duty and the officer should be compensated with the appropriate time off in lieu (TOIL) equivalent to the hours worked, which must be taken within three months of the officer's return to work from maternity leave. Alternatively, at the officer's discretion, a Keeping in Touch (KIT) day may be used (see 'Keeping in Touch (KIT) days'). **Please note:** Officers are not permitted to work (and therefore attend court), or work on a KIT day, during the first two weeks following the birth (the Compulsory Maternity Leave period).

### **Early Birth**

Where an officer gives birth early, the officer's SMP only will commence. PML and PMP will commence on the day that the officer notifies the Force and requests it to start. The Force cannot alter this date. The officer is responsible for notifying their line manager of the birth and to request commencement of occupational maternity pay on their chosen date.

### **Family Leave (Partner)**

The partner of the mother may be eligible to take paternity (maternity support leave) or Shared Parental Leave (SPL). Please see 'J-Pr-082 Paternity Leave (Maternity Adoption Support)' procedural guidance or 'J-Pr-054 Shared Parental Leave' procedural guidance, available within Section 4.0 'Supporting Links and Guidance'.

### **Flexible Working Arrangements on Return From Maternity Leave**

Where the officer wishes to return to work on a part time basis or on a flexible working pattern, they should complete a flexible working request (following the guidance set out in 'J-Pr-318 Flexible Working' procedural guidance, available within Section 4.0 'Supporting Links and Guidance') and ensuring the completed approved request reaches HR Operations – Admin for processing at least 28 days prior to the end of their maternity leave. Officers should contact their line manager, who will provide them with copies of the procedural guidance and associated forms.

## **Keeping in Contact**

It is expected that line managers maintain reasonable contact with the officer during the maternity leave period; the officer and line manager should, ahead of the leave commencing, agree how this will be undertaken.

## **Keeping in Touch Days**

Keeping in Touch (KIT) days will be paid at the normal hourly rate for hours / days worked, in accordance with Police Regulations.

Where an officer works a KIT day during a period of PMP / OMP, they will receive payment for the hours worked on the KIT day, the maternity pay is temporarily suspended and the PMP / OMP will be extended by one day for each KIT day worked.

Where an officer works a KIT day during a period of SMP, they will receive payment for the hours worked on the KIT day in addition to the SMP for the week in which the KIT day occurs. There will be no extension of the maternity pay period.

Where a KIT day is worked during a period of unpaid additional maternity leave, the officer will receive the appropriate payment for the hours worked on the KIT day.

The work undertaken during a KIT day will count as one day of entitlement, including where the hours worked are less than a full day.

Pension benefits will accrue for the paid KIT day(s).

## **Neonatal Care Leave (NCL)**

Where a baby is admitted into neonatal care before they are 28 days old for a continuous period of at least seven days, the officer may be entitled to Neonatal Care Leave (NCL) and statutory Neonatal Care Pay (NCP) pay for up to 12 weeks, which must be taken within 68 weeks of the birth.

The provision is available in addition to maternity leave and pay entitlements and allows officers to extend their time off with their baby. The entitlement to NCL and NCP is subject to meeting the relevant eligibility criteria, as set out within J-Pr-330 Neonatal Care Leave and Pay procedure (available within Section 4.0 'Supporting Links and Guidance').

## **Notification**

At least 15 weeks before their due date, the officer must notify the line manager in writing of when their baby is due and the date, they wish to start maternity leave.

The officer may change the date on which they intend to start their maternity leave, so long as they notify the Force of the revised start date at least 28 days before the original start date or the revised start date, whichever is earlier, or as soon as reasonably practicable, where it is not possible to provide 28 days' notice. The start date must be no later than the expected date of birth of the baby.

The officer is responsible for notifying the Force of the actual date of birth of the baby as soon as reasonably practicable.

### Pay and Pensions

- a) Officers continue to be eligible for any pay awards during maternity leave.
- b) In the case of a part time officer, each day of paid maternity pay is pro-rata to full time and in accordance with the officers normal salary / working hours.
- c) The normal rate of pay to the officer during maternity leave includes SMP at the current rate where applicable. Payment of salary during maternity leave is subject to the normal tax and national insurance deductions.
- d) The first 52 weeks' maternity leave is reckonable for the purposes of pay increments, leave and for inclusion in any period of probationary service. For pension purposes, any period of maternity leave when police officers are in receipt of either PMP or SMP shall be reckonable.

#### **Please note:**

- Where an officer upon return to work opts to buy back any relevant service from a period of unpaid maternity leave, the period of service bought back is reckonable from a service perspective,
- Any unpaid leave within the first 26 weeks of SML is automatically pensionable and does not need to be bought back,
- Where an officer opts to take one or more periods of maternity leave (for the same pregnancy), any return to duty (excluding KIT days) will not count towards the 52 week period reckonable for pay and leave purposes, e.g., an officer chooses to take their maternity leave in two 26 week blocks, with an interim return to duty for four weeks in the middle of the two blocks,
- The period of return (four weeks) will not count towards the 52 week period reckonable for pay and leave purposes.

(Source: The above information is based on the information provided within PNB Circular 10/14)

- e) During any period of unpaid maternity leave, an officer can elect to make up the pension contributions that would have been paid during this time. Where the officer elects to make such contributions, the Payroll team will write to the officer confirming arrangements for the repayment of the contributions in question. **Please note:** An opportunity for the officer to elect to pay the pension contributions will be given prior to commencing maternity leave.

### Pregnancy Following a Previous Baby Loss

The Force recognises the physical and emotional impact on individuals who have experienced baby loss and is committed to ensuring that officers are supported

appropriately. Where the officer discloses pregnancy after a previous baby loss, the line manager should consider the potential impact through risk assessment and sensitive discussion with the officer, to understand their individual preferences in terms of additional support that they may need.

Supportive interventions may include adjustments to work activity or the work environment, flexibility with working hours and / or the provision of time off to attend appointments (please see 'Time Off For Appointments') that may occur more frequently. Advice from OH is available to officers and their line managers, where required.

The line manager must ensure that the officer is signposted to the appropriate networks of support. A range of practical and emotional support can also be accessed via the Health & Wellbeing intranet pages, including contact details for the EAP, external organisations and charities.

### **Returning to Work From Maternity Leave**

Following their return to work from maternity leave, the officer has the right to return to the same job under the same terms and conditions as applied prior to undertaking maternity leave.

Prior to the officer returning to work, the line manager must undertake a return to work discussion and a risk assessment for new / breastfeeding mothers to identify any risks or requirements; to assist in their return to work. If any significant risks are identified that cannot be resolved via adjustments, the line manager would then need to liaise with their local health and safety representative to agree the way forward.

Where an officer confirms their intention to breastfeed upon their return to work, the appropriate facilities and workplace adjustments must be provided to accommodate regular breaks to express milk. Line managers are responsible for liaising with their local building controller, HR, Health and Safety and / or other support networks to facilitate this.

Further information on risk assessments and breastfeeding is available within the 'Returning from Family Leave' associated guidance (please see Section 4.0 'Supporting Links and Guidance').

It is the line managers responsibility to either update GRS or inform the relevant Resource Management Unit (D&C) / Duties (Dorset) team of the officers return from maternity leave. Line managers of operational officers should also contact the RMU (D&C) / Duties (Dorset) team to ensure the returning officer is placed non-threshold for their first week back at work.

### **Sick Leave**

An officer will have no entitlement to sick pay whilst on maternity leave. If an officer is sick before the start of her maternity leave with a pregnancy-related sickness at any time during the four weeks prior to the expected date of birth of their baby, SMP will



commence (but not Police Maternity Leave or Police Maternity Pay). Non-pregnancy related sickness will not trigger SMP at any time.

### **Subscription Payments (Police Federation)**

During any unpaid maternity leave period, any Police Federation subscription payments will cease. Arrangements should be made directly with the [Police Federation \(D&C\)](#) / [Police Federation \(Dorset\)](#) to continue membership subscription payments.

### **Support**

It is the line manager's responsibility to provide appropriate support for officers who are pregnant or on maternity leave. Additional support can be accessed via Occupational Health (OH), the Employee Assistance Programme (EAP) and Staff Associations (where a member). The individual may also be signposted to the Family Support Group (D&C) / Support Networks (Dorset), as appropriate.

The 'Family Leave Support Portal' is available on the Force external website, which enables officers on maternity leave to access family leave provisions and resources such as Force policies and procedures, guidance and forms, useful internal / external contacts and internal job opportunities.

### **Surrogacy**

An officer who has agreed to be a 'surrogate mother' through a surrogacy arrangement will be entitled to maternity leave and pay provisions, subject to meeting the eligibility criteria for maternity pay and leave. Please refer to 'J-Pr-048 Surrogacy Arrangements' procedural guidance, available within Section 4.0 'Supporting Links and Guidance'.

### **Tax-Free Childcare**

Officers may be eligible, subject to meeting the relevant criteria, to apply for [Tax-Free Childcare](#), a government scheme offering up to £500 every three months (£2,000 per year) per child, to help with the costs of childcare.

### **Temporary Family Friendly Hours**

Temporary family friendly hours are an informal local arrangement to allow flexibility and support childcare needs on a return to the workplace. The arrangement provides an opportunity to trial a working pattern(s) to identify an arrangement that is suitable, prior to submitting a formal flexible working request.

Officers demonstrating a commitment to returning to work may request temporary family friendly hours for a period of up to three months, and are encouraged to work a minimum of 50% of their standard weekly working hours. 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 officer's physical return to the workplace.

Where the officer wishes to maintain their full contractual pay during this period, the reduction in their standard weekly working hours must be covered through the use of annual leave and / or time on card. Alternatively, subject to meeting the eligibility criteria, unpaid leave or unpaid parental leave may be used, which will result in a reduction in pay. A combination of paid and unpaid leave may also be requested.

Where the officer chooses to take unpaid leave to support a temporary family friendly hours arrangement, they must submit an 'Unpaid Leave Request Form' to the line manager in accordance with 'J-Pr-278 Unpaid Leave Procedure' (available within Section 4.0 'Supporting Links and Guidance'). Up to 31 days per financial year (pro rata for part time) may be requested, where annual leave entitlement for the leave year in question has been exhausted.

Where the officer chooses to take unpaid parental leave to support a temporary family friendly hours arrangement, they must submit a 'Parental Leave Request Form' in accordance with 'J-Pr-084 Parental Leave (Unpaid) Procedure' (available within Section 4.0 'Supporting Links and Guidance'). Up to 12 weeks of the 18 week unpaid parental leave entitlement may be taken. A week is defined as the hours worked over seven days (40 hours, pro rata for part time).

Where a request for temporary family friendly hours is not supported and the officer disputes this decision, the line manager will seek to resolve the matter informally, in liaison with local line management as appropriate.

Where the officer 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 4.0 'Supporting Links and Guidance').

### **Time off for Appointments**

A pregnant officer is entitled to a reasonable amount of paid time off during normal working hours to receive ante-natal care, to attend GP and hospital appointments, relaxation classes, birth preparation or parentcraft classes. Where possible, the officer should arrange appointments at a time to fit with work commitments and provide the line manager with reasonable advance notice of appointments. Officers should provide evidence of appointments where requested by the line manager.

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

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## **3.0 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 every two years 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).

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## 4.0 Supporting Links and Guidance

### Associated Guidance

- [Returning from Family Leave](#)

### Policy and Procedure

- [J-Pr-234 Annual Leave – Maternity, Adoption and Shared Parental Leave](#)
- [J-Pr-188 Baby Loss \(Miscarriage / Stillbirth / Neonatal Death\) Procedural Guidance](#)
- [J-Pr-334 Family Leave Glossary](#)
- [Family Leave Support Portal](#)
- [J-Pr-080 Maternity Leave Step by Step](#)
- [J-Pr-084 Parental Leave \(Unpaid\) Step by Step](#)
- [J-Pr-278 Unpaid Leave Step by Step](#)
- [J-Pr-318 Flexible Working Step by Step](#)
- [J-Pr-330 Neonatal Care Leave and Pay Step by Step](#)
- [J-Pr-054 Shared Parental Leave Step by Step](#)
- [J-Pr-082 Paternity Leave \(Maternity Adoption Support\) Step by Step](#)
- [J-Pr-048 Surrogacy Arrangements Procedural Guidance](#)

### SharePoint

- [Code of Ethics \(DCP\)](#)
- [Code of Ethics \(DP\)](#)
- [Equality Act \(2010\)](#) including the Public Sector Equality Duty
- [Freedom of Information Act 2000 \(FOIA\)](#)
- [Human Rights Act \(1998\)](#)
- [Records Management \(DCP\)](#)
- [Records Management \(DP\)](#)
- [The Health and Safety at Work Act \(1974\)](#)
- [UK General Data Protection Regulation / Data Protection Act \(2018\)](#)
- [Our Purpose \(DCP\)](#)
- [Vision, Purpose & Priorities \(DP\)](#)
- [Standards of Professional Behaviour – Police Officers](#)
- [HR Privacy Notice](#)

## College of Policing

- [National Decision Model](#)
- [Authorised Professional Practice \(APP\)](#)

## Other

- Equality Impact Assessment

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## 5.0 Version History

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

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**Version:** 1.1  
**Date:** 13/05/2022  
**Reason for**  
**Amendments:** New Section – Expectant Parents - Established COVID principles  
**Amended by:** Strategy & Policy Lead – Employee Relations  
**Approved by:** n/a  
**Date Approved:** n/a  
**Quality Assured:** Legitimacy Team

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**Version:** 1.2  
**Date:** 18/08/2022  
**Reason for**  
**Amendments:** Insertion of ‘occupational’ - Annual leave section para 2 for clarity on provisions that already exist.  
**Amended by:** Strategy & Policy Lead – Employee Relations  
**Approved by:** n/a  
**Date Approved:** n/a  
**Quality Assured:** Legitimacy Team

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**Version:** 1.3  
**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:** Strategy & Policy Lead – Employee Relations

**Approved by:** Alliance Head of Employee Relations  
**Date Approved:** 09/10/2023  
**Quality Assured:** Legitimacy Team

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**Version:** 1.4  
**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. Section 2 new para inserted – Annual Leave and SMP. Notification details added.  
**Amended by:** Strategy & Policy Lead – Employee Relations  
**Approved by:** Alliance Head of Employee Relations  
**Date Approved:** 04/12/2023  
**Quality Assured:** Legitimacy Team

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**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

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**Version:** 2.1  
**Date:** 22/07/2024  
**Reason for Amendments:** Minor amendments to include - Clarification that court duty should be compensated with the appropriate Time Off in Lieu (TOIL). Clarification that breastfeeding facilities and workplace adjustments must be discussed and provided where appropriate, as part of the return to work plan. Inclusion of a link to new associated guidance 'Returning from Family Leave'.  
**Amended by:** Employee Relations  
**Approved by:** n/a  
**Date Approved:** n/a  
**Quality Assured:** Legitimacy Team

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**Version:** 2.2  
**Date:** 07/04/2025  
**Reason for Amendments:** Fit for purpose review completed.

**Amended by:** Strategy & Policy Lead – Employee Relations  
**Approved by:** HoD  
**Date Approved:** 26/03/2025  
**Quality Assured:** Legitimacy Team

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**Version:** 2.3  
**Date:** 23/03/2026  
**Reason for Amendments:** Minor amendments made to provide further clarity on maternity leave start and end dates, the requirement to provide the actual date of birth of the baby, and considerations for pregnancy following a previous baby loss.  
**Amended by:** Senior Employee Relations Officer  
**Approved by:** Strategy & Policy Lead – Employee Relations  
**Date Approved:** 23/03/2026  
**Quality Assured:** Legitimacy Support Officer

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## 6.0 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

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