

## Step by Step



### Fertility Leave

URN: J-Pr-066

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<b>Review Date:</b>	09/01/2025
<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
<b>Policy Area:</b>	Family Leave
<b>Associated Policy:</b>	<a href="#">Fertility Leave Policy</a>

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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 checked="" 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.**

Before reviewing the following procedural step by step guidance, individuals and line managers must ensure they have familiarised themselves with the Fertility Leave Policy setting out the Force's provisions and eligibility criteria in full.

## [J-P-066 Fertility Leave Policy](#)

### **1.0 Introduction**

The Force recognises the emotional pressure of undergoing IVF or other fertility treatment and understand the potential anxiety and distress individuals may suffer during the process. The Force wishes to support individuals who decide to undertake fertility treatment; it is the line manager's responsibility to provide the appropriate support, and all requests will be treated in the strictest confidence.

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**

Fertility leave is available to individuals undergoing the treatment. Partners who wish to attend to support the individual should discuss this with their line manager and request to make use of time off in lieu / flexi / annual leave / shift change. Where the partner becomes subject of the treatment themselves, the fertility leave provisions will then apply to them.

Eligible individuals will be granted fertility leave for the purpose of receiving and recovering from fertility treatment, and to attend appointments specifically associated with the treatment, e.g., pre-booked consultant appointments, fertility assessments, collection of eggs, monitoring tests, etc.

### **3.0 Entitlement**

Entitlement for fertility treatment leave is up to five days (40 hours for officers and 37 hours for staff), pro rata for part time, per financial year (1 April – 31 March). Where fertility leave is exhausted, the individual should request to use annual leave, TOIL, flexi, or unpaid leave, as required for future treatment. Agency workers are entitled to request the time, however this will be unpaid, options such as using annual leave or flexi, as appropriate, will be considered.

Where possible, individuals should arrange investigatory fertility appointments outside of their normal working hours, in the same way as all other medical appointments.

Individuals are regarded as being pregnant following implantation. A pregnancy test is taken two weeks after implantation. If the implantation is successful and the individual remains pregnant, they will be protected against discrimination on the grounds of pregnancy until the end of their maternity leave. If the implantation is unsuccessful, the protected period extends for a further two weeks.

Individuals should give their line manager as much notice as possible when applying for fertility treatment leave.

#### 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

[J-P-034 Alliance Family Leave Policy](#)

[Family Leave Glossary](#)

[Fertility Leave Request form](#)

[Family Support Group \(D&C\)](#)

[Generic Risk Assessment \(Expectant Mother\) – Police Officer](#)

[Generic Risk Assessment \(Expectant Mother\) – Police Staff](#)

[Occupational Health referral form](#)

Contact details for [RMU](#) / For Duties please refer to local email address.

[Support Networks \(Dorset\)](#)

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

## 6.0 Flowchart

1. Individual completes request form and submits to line manager

The individual will identify the dates and times they are to undergo fertility treatment and complete the 'Fertility Leave Request form', available within the 'Supporting Links and Guidance' section, providing as much notice as possible, and no less than two weeks before the start of treatment.

Appointments and subsequent time off during treatment may be required at short notice. In these circumstances, the line manager should apply additional flexibility in the taking of leave.

The individual should email the completed request form to the line manager for consideration.
2. Line manager authorises the request

The line manager will review the form and confirm eligibility and entitlement before authorising the leave, forwarding the completed form to HR Operations - Admin for records to be updated.

It is the line manager's responsibility to either update GRS or inform Resource Management Unit (D&C) / Resource Planning / Duties (Dorset) of the commencement and end of the leave period, using the link within the 'Supporting Links and Guidance' section.
3. HR maintain records

HR Operations - Admin will record authorised leave as advised by the line manager on the HR system.
4. Line manager makes referral to Occupational Health

Where the individual receives medical advice that adjustments to their working duties or pattern are required, the line manager should make a referral to Occupational Health (OH) for recommendations to be made and considered. The line manager must complete an OH referral form and forward to HR Operations (D&C) – OH Referrals / .HR Ops Dorset – Occupational Health Referrals for processing.

Further support is available through the Employee Assistance Programme (EAP) and the Family Support Group (D&C) / Support Networks (Dorset).
5. Individual reports sickness to the line manager, as appropriate

Where the individual experiences side effects to fertility treatment requiring time off work, they must report their absence in the usual way by following the absence recording procedure.

Once an embryo has been implanted, the individual is considered to be pregnant. From this point, the individual must ensure any sickness absence is recorded as pregnancy related.

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| 5. Cont'd   | Where pregnancy is confirmed, the individual and line manager should refer to the maternity procedural guidance.  |
| 6. Line manager completes risk assessment with individual | <p>Once an embryo has been implanted, the line manager, in conjunction with the individual, must assess the work activities of expectant mothers, using the Force Generic Risk Assessments (GRAs) for officers or staff in accordance with the guidance given in the family leave policy.</p> <p>This assessment must take account of all potential additional risks posed by the individual's pregnancy requirements.</p> <p>The line manager must send the risk assessment to the individual and, once agreed, send a copy to HR Operations – Admin. The line manager must also inform HR Operations – Admin of any adjusted duties / hours that are put in place. Support is available from Occupational Health (OH) and Health and Safety (H&amp;S) in relation to working hours and environment.</p> |
| 7. HR record and retain risk assessment                   | HR Operations – Admin will record and retain the risk assessment on the personal file and update any adjusted duties on the HR system.  |

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.

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## 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)

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## 8.0 Version History

**Version:** 1.0  
**Date:** 20/12/2021  
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**Amended by:** Employee Relations  
**Approved by:** Board – See Governance  
**Date Approved:** n/a  
**Quality Assured:** Legitimacy Team

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**Version:** 1.1  
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**Reason for Amendments:** Family Leave Glossary link inserted. Logo updated. Other links repaired.  
**Amended by:** Legitimacy Team  
**Approved by:** Legitimacy Manager  
**Date Approved:** n/a  
**Quality Assured:** Legitimacy Team

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**Version:** 1.2  
**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.  
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**Approved by:** Employee Relations  
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**Quality Assured:** Legitimacy Team

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**Version:** 1.3  
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**Date Approved:** 02/01/2024  
**Quality Assured:** Legitimacy Team

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## 9.0 Governance

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

Below details required for new documents, major amendments (Dorset only) or novel/contentious amendments (Devon & Cornwall only)

**Name of Board:** Strategic People Board  
**Chief Officer Approving:** Assistant Chief Officer Devon and Cornwall and  
Assistant Chief Officer (Dorset)  
**Date Approved:** 15/12/2021

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

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