

Additional Information



Adoption Leave and Pay - Police Officers

URN: J-Pr-044

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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)

Policy Area: Family Leave

Associated

Policy: [J-P-034 Family Leave Policy](#)
Further policies and procedures listed in 'Other Associated Documents' section.

Applicable to:

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

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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.

When adopting a child an officer may, subject to meeting certain eligibility criteria, be entitled to statutory adoption leave and pay and additional Police Regulation provisions. These eligibility criteria differ for UK and overseas adoptions.

2.0 UK Adoption

The officer must produce proof of adoption, usually a matching certificate from an official UK adoption agency.

The table below shows statutory provisions alongside those provided for within Police Regulations.

Please note:

- in the context of statutory provisions, where the guidance refers to the term 'employee' this extends to police officers as 'officers of the crown',
- police officers will receive leave and pay as appropriate, based on either:
 - a. statutory provisions,
 - b. provisions under Police Regulations or,
 - c. a combination of both.

Provision:	Statutory	Police Regulations
Adoption Leave		
Introduction	<p>Statutory Adoption Leave (SAL) is for up to 52 weeks. It is made up of:</p> <ul style="list-style-type: none">• 26 weeks of Ordinary Adoption Leave,• 26 weeks of Additional Adoption Leave. <p>Only one person in a couple can take adoption leave. Their partner could take paternity (adoption support) leave or Shared Parental Leave instead.</p>	<p>Police Regulations provide for three different types of adoption leave, dependent on length of service eligibility:</p> <ul style="list-style-type: none">• Standard Adoption Leave,• Ordinary Adoption Leave,• Additional Adoption Leave.

Eligibility	<p>Please note: Statutory provisions have changed allowing an employee to qualify for 52 weeks adoption leave as a day one right. Police Regulations have not been amended to reflect this. The Force will apply the statutory provisions for Police Officers until such time as Regulations are amended; the 26 weeks service eligibility criteria for leave will not therefore apply.</p>	
Eligibility cont'd	<p>Employee's must:</p> <ul style="list-style-type: none"> • provide the Force with the correct notice and, where requested, proof of adoption, • for the purposes of statutory adoption pay be classed as an 'employee'. <p>Where an employee is matched for adoption with more than one child at the same time, this does not increase their entitlement to adoption leave.</p> <p>Qualification for adoption leave and pay will remain subject to the employee complying with prevailing eligibility criteria. Please see 'A-Z of Additional Information' below for further details.</p>	<p>An officer who has, at the end of the week in which they are matched with a child for adoption, served continuously (as an officer), for less than 26 weeks, is entitled to one week's adoption leave (Standard Adoption Leave).</p> <p>An officer who has, at the end of the week in which they are matched with a child for adoption, served continuously (as an officer) for a minimum of 26 weeks, is entitled to 52 weeks adoption leave (made up of 26 weeks 'ordinary adoption' and 26 weeks 'additional adoption' leave).</p> <p>An officer who is matched for adoption with a child, who is a stepchild, or foster child of the officer, and was previously living with them does not qualify for adoption leave.</p> <p>Where a couple are jointly adopting a child, an officer does not qualify for adoption leave if their partner is taking a period of adoption leave.</p> <p>If the officer does not qualify for ordinary and additional adoption leave, they should discuss alternative leave with their line manager e.g., annual leave, unpaid leave, or parental leave (unpaid), etc.</p>

<p>Notice Requirements</p>	<p>Within seven days of being matched with the child, the employee must advise the Force in writing of:</p> <ul style="list-style-type: none"> • how much adoption leave they want to take, • the adoption leave start date, • the expected or actual date the child is placed with the employee (known as the 'date of placement'). 	<p>An officer qualifies for adoption leave when they have given written notice to their line manager (within seven days of the officer being notified that they have been matched with a child for adoption) of the following:</p> <ul style="list-style-type: none"> • they have been matched with a child for adoption, • the date on which the child is expected to be placed with them for adoption; and • the date on which they intend to commence adoption leave. <p>In exceptional circumstances, where it is not reasonably practicable for the officer to give seven days' notice, the notice should be given as soon as possible.</p>
<p>Start Date</p>	<p>Adoption leave can start for:</p> <ul style="list-style-type: none"> • UK adoptions - up to 14 days before the child starts living with the employee (date of placement), • Overseas adoptions - when the child arrives in the UK or within 28 days of this date. 	<p>An officer must commence adoption leave within a period of 14 days ending with the date on which the child is expected to be placed.</p>
<p>Change to Dates</p>	<p>The employee must advise the Force:</p> <ul style="list-style-type: none"> • where the date of placement (or UK arrival date for overseas adoptions) changes, giving at least 28 days' notice in writing, • where they want to change their return to work date, giving at least eight weeks' notice in writing. Please see Police Regulations provision for clarification on this point. 	<p>An officer intending to return to duty before the end of the period of ordinary and additional adoption leave should give their line manager not less than 28 days' notice of the date on which they intend to return.</p>

Provision	Statutory	Police Regulations
Adoption Pay		
Introduction	Statutory Adoption Pay (SAP) is payable for 39 weeks and starts when the employee takes their adoption leave; the entitlement to SAP only applies where the employee meets the specified eligibility criteria.	Police Regulations enhance the statutory provisions; see 'Pay' provisions under Police Regulations below.
Eligibility	<p>To receive SAP the employee must:</p> <ul style="list-style-type: none"> • have worked for the Force continuously for at least 26 weeks by the week they were matched with a child, • be on the Force payroll and earn on average at least the 'Lower Earnings Limit', • provide the correct notice and proof of the adoption. 	<p>Officers will be entitled to receive full pay for the first 26 weeks of adoption leave. This includes officers who are currently in receipt of adoption pay.</p> <p>See 'Pay' provisions under Police Regulations below.</p>
Notice Requirements	Employees are required to advise the Force they want to stop work to adopt a child and when they want their SAP to start. Employees must give the Force at least 28 days' notice in writing. This may vary in the event of the period from matching and placing the child being less than 28 days.	As per the statutory provision.
Proof of Adoption	<p>Employees must provide the Force with proof of adoption to qualify for SAP; to include:</p> <ul style="list-style-type: none"> • the employee's name and address and that of the adoption agency, • the date the child was matched e.g., the matching certificate, • the expected or actual date of placement e.g., a 	As per the statutory provision.

<p>Proof of Adoption cont'd</p>	<p>letter from the adoption agency,</p> <ul style="list-style-type: none"> • For overseas adoption only: <ul style="list-style-type: none"> • the relevant UK authority's official notification confirming the employee is allowed to adopt, • the date the child arrived in the UK, e.g., a copy of the plane ticket for the journey to the UK. 	
<p>Pay</p>	<p>On meeting the required eligibility criteria: Up to 39 weeks SAP, paid at 90% of the employee's gross average weekly pay for the first six weeks, followed by 33 weeks paid at the prevailing rate of SAP.</p>	<ul style="list-style-type: none"> • where the officer has less than 26 weeks continuous service at the end of the week in which they were matched for adoption, they are only entitled to be paid one week of adoption leave at their normal rate of pay. • an officer who has served continuously for one year or more at the end of the week in which they are matched with a child for adoption, is entitled (in addition to the one week) to be paid a further 25 weeks of adoption leave at their normal pay. <p>Please note: Where an officer is eligible to be paid for the first 26 weeks of any period of adoption leave they may, with the agreement of the Force, choose to receive half pay in weeks 22 to 31, instead of receiving full pay for weeks 22 to 26.</p> <p>The pay to which the officer is eligible should be reduced in respect of any week for which the officer receives SAP, by an amount equal to that of SAP. Where the officer takes up the option to receive half pay in weeks 22 to 31, the half pay will</p>

Pay cont'd		also be reduced in respect of any week in which the officer receives SAP, by an amount equal to half of the SAP the officer receives that week.
Conditions Upon Return	N/A	Occupational Adoption Pay (OAP) is conditional upon the officer returning to work for at least four weeks service at the end of the adoption leave period. Where an officer does not return to work for at least four weeks, they will be required to repay the OAP. Normal notice periods will apply. The same applies at the end of any agreed period of absence e.g., career break, parental leave (unpaid) or unpaid leave that immediately follows a period of adoption leave.
Exceptions	Statutory & Police Regulation Provisions	
Adoption Leave & Pay		
Exceptions	<p>Officers do not qualify for SAL or pay if they:</p> <ul style="list-style-type: none"> • arrange a private adoption, • become a special guardian or kinship carer, • adopt a stepchild or family member, who was previously living with them. <p>Please note: Officers registered for 'Fostering to Adopt' may, subject to meeting adoption leave and pay eligibility criteria, be eligible for adoption leave and pay when the foster care commences.</p> <p>Where an officer does not qualify for SAP, the Force will provide the officer with a Form SAP1 and an explanation as to why they are not eligible.</p>	

Source: The information above is sourced / based on a) www.gov.uk/adoption-pay-leave and b) Police Regulations and Determinations 2003 as amended). For further information please refer to: www.gov.uk

3.0 Overseas Adoption

Officers adopting a child from overseas with their partner, must complete a Form SC6 (please see 'J-Pr-046 Adoption Leave Step by Step', available within Section 7.0 'Other Associated Documents'), to confirm which of the couple will take adoption leave

and pay, where eligible, and which will take paternity (adoption support) leave or pay, where eligible.

Please note: Where adopting from overseas, evidence must be produced to confirm eligibility to adopt. Officers must also provide the right notice of intent to take a period of adoption leave. The following stages must be followed:

Notification Stages

First Stage (expected timescales):	<p>The officer should advise their line manager and the Payroll team of the date of official notification and the date the child is expected to enter the UK.</p> <p>The appropriate notice periods, dependent on length of service, are as follows:</p> <ul style="list-style-type: none">a) within 28 days of receiving official notification, where the officer has served for 26 weeks or more (for pay purposes),b) within 28 days of completing 26 weeks service for pay purposes, (at which point the officer becomes eligible for statutory entitlements as per UK adoption above). <p>Please note: Where the officer is aware of the actual dates, this information can be given at this stage.</p>
Second Stage (confirmation of arrival to the UK/ actual timescales):	<p>The officer must provide the Payroll team with at least 28 days' notice of the actual date the child arrives in the UK.</p> <p>Please note: Notice of the actual dates can be given at the first notification stage if the date is known. Adoption leave cannot start before the child enters the UK.</p>
Third Stage (Leave requirements):	<p>The officer must confirm with the Payroll team, providing at least 28 days' notice, how much leave they would like to take and when they would like the leave to start.</p> <p>Please note: start and end dates will be confirmed in writing by the Payroll team within 28 days of receipt.</p>

Adoption leave can start when the child arrives in the UK or within 28 days of this date.

4.0 A-Z of Additional Information

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

Annual and Public / Bank Holiday Leave

Officers continue to accrue their annual leave entitlements whilst on adoption leave, including provision for public / bank holidays as they arise. Accrual of annual leave and

public / bank holiday leave entitlements during the period of adoption leave is based on the officer's hours immediately prior to the commencement of adoption leave.

For additional information on annual leave and adoption please see 'J-Pr-234 Annual Leave and Maternity Adoption and Shared Parental Leave' procedural guidance, available within Section 7.0 'Other Associated Documents'.

Attendance at Court

Where an officer is required to attend court whilst on adoption leave, they must do so, unless certified unfit by a doctor.

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 adoption 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 adoption placement (the Compulsory Adoption Leave period).

Family Leave

The partner of the primary adopter may be eligible to take paternity (adoption support) leave or Shared Parental Leave. Please see 'J-Pr-082 Paternity Leave (Maternity Adoption Support) Step by Step' or 'J-Pr-054 Shared Parental Leave Step by Step', available within Section 7.0 'Other Associated Documents'.

Flexible Working Arrangements on Return from Adoption 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 Step by Step', available within Section 7.0 'Other Associated Documents') and ensuring the completed approved request reaches HR Operations – Admin for processing at least 28 days prior to the end of their adoption leave. Officers should contact their line manager, who will provide them with copies of the procedural guidance and associated forms.

Fostering for Adoption

Officers approved for a 'Fostering for Adoption' arrangement may, subject to meeting the eligibility criteria, be eligible for adoption leave and pay. In addition to the adoption leave and pay eligibility criteria, officers must also meet the following conditions, to provide evidence of their participation in a 'Fostering for Adoption Placement':

- a) being a local authority foster parent,
- b) being approved as a prospective adopter,
- c) being notified by a Local Authority in England that a child is to be, or is expected to be, placed with the employee (officer) under Section 22C of the Children Act 1989.

The extension of adoption leave does not apply to foster care arrangements where the child's existing foster carers are looking to adopt the already placed child. The 'Fostering for Adoption' provisions only apply to new placements.

Please see 'J-Pr-050 Fostering and Fostering for Adoption Procedural Guidance', available within Section 7.0 'Other Associated Documents'.

If Adoption does not take Place

Where the placement comes to an end for whatever reason during the adoption leave period, the officer may continue on adoption leave for up to eight weeks' after the end of the placement or at the end of the Additional Adoption Leave, whichever is the soonest. In this situation, please seek further advice from HR Operations – Admin.

Keeping in Contact

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

Keeping in Touch (KIT) 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 OAP, they will receive payment for the hours worked on a KIT day, the maternity pay is temporarily suspended and the OAP will be extended by one day for each KIT day worked.

Where an officer works a KIT day during a period of SAP, they will receive payment for the hours worked on a KIT day in addition to the SAP 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 adoption leave, the officer will receive the appropriate payment for the hours worked on a 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 the adoption placement (or the child's entry into Great Britain) falls on or after 6 April 2025 and the 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. NCL must be taken within 68 weeks of the adoption placement (or the child's entry into Great Britain).

The provision is available in addition to adoption 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 7.0 'Other Associated Documents').

Pay and Pensions

- a) OAP, where applicable, is conditional upon the officer returning to work for at least one month's (four weeks) service at the end of the adoption leave period.
- b) Where the officer does not return to work for at least one month (four weeks), they will be required to repay their OAP and provide their normal period of notice. 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).
- c) Officers continue to be eligible for any nationally negotiated pay increases.
- d) In the case of a part time officer, each day of paid adoption pay is pro-rata to full time and in accordance with the officer's normal salary / working hours.
- e) The normal rate of pay to the officer during adoption leave includes SAP at the current rate, where applicable. Payment of salary during adoption leave is subject to normal tax and national insurance deductions.
- f) The first 52 weeks' adoption 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 adoption leave when police officers are in receipt of either OAP or SAP shall be reckonable.

Please Note:

- Where an officer, upon return to work, opts to buy back any relevant service from a period of unpaid adoption leave, the period of service bought back is reckonable from a service perspective,
- any unpaid leave within the first 26 weeks of Statutory Adoption Leave is automatically pensionable and does not need to be bought back.

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

- g) During any unpaid adoption leave, an officer can elect to make up the pension contributions that would have been paid during this period. Where an 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 adoption leave.

Returning to Work from Adoption Leave

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

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

Support

It is the line manager's responsibility to provide appropriate support for officers who are on adoption leave. Additional support can be accessed via Occupational Health (OH), the Employee Assistance Programme (EAP) and Staff Associations (where a member). The officer 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 adoption 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

Officers meeting the required criteria for surrogacy arrangements will be eligible for adoption leave, paternity (adoption support) leave or shared parental leave. This will apply to officers 'who are, or expect to be, parents of the child under a parental order' (Source: brightmine.com). Please refer to 'J-Pr-048 Surrogacy Arrangements' procedural guidance, available within Section 7.0 'Other Associated Documents'.

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 7.0 'Other Associated Documents'). 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 7.0 'Other Associated Documents'). 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 7.0 'Other Associated Documents').

Time off for Appointments

Prior to an adoption, prospective parents may need to attend legal, medical, or social services appointments as part of the adoption procedure. After being matched with a child, the primary adopter will be eligible for paid time off work to attend up to five adoption appointments, for a maximum of six and a half hours each.

Secondary adopters will be eligible to attend up to two adoption appointments, for a maximum of six and a half hours each, however, the time to attend will be unpaid. Officers may therefore wish to consider, in liaison with their line manager, using alternatives such as annual leave, time on card, etc., for such appointments.

Where the officer needs to attend additional appointments (over and above those provided for above) they should liaise with their line manager to see if it is possible to attend using options such as annual leave, time on card, re-rostering a rest day, etc. Officers should provide evidence of appointments where requested by the line manager.

Police Federation Subscription Payments

During any unpaid adoption 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.

5.0 Examples Setting out Length of Service Qualifying Periods

The examples below:

- a) Assume all other eligibility criteria have been met, but show variations in officer's entitlements, based on length of service with the Force.
- b) Show both statutory and Police Regulation provisions. Officers will receive leave and pay, as appropriate, based on either:
 - a) statutory provisions,
 - b) provisions under Police Regulations or,
 - c) a combination of both.

1) Officers with less than 26 weeks continuous service at the end of the week in which they were matched for adoption:

Statutory Provision:

52 weeks unpaid Statutory Adoption Leave (SAL) (26 weeks Ordinary Adoption Leave and 26 weeks Additional Adoption Leave).

Police Regulation Provision:

One week of adoption leave at their normal rate of pay, known as 'Standard Adoption Leave'.

2) Officer has at the end of the week in which they are matched with a child for adoption, served continuously (as an officer) for a minimum of 26 weeks, but less than one year:

Statutory Provision:

- 52 weeks adoption leave (26 weeks Ordinary Adoption Leave and 26 weeks Additional Adoption Leave),
- 39 weeks SAP.

Police Regulation Provision:

- 52 weeks adoption leave; in line with the statutory provision above.

Please note: This is not in addition to statutory adoption leave.

- Week 1 – Standard Adoption Leave, payable at the officer's normal rate of pay,
- Weeks 2 to 39 – Statutory Adoption Leave (SAL), payable at the prevailing rate of SAP,
- Weeks 40 to 52 – SAL, unpaid.

3) Officer has served continuously for one year or more at the end of the week in which they are matched with a child for adoption:

Statutory Provision:

- 52 weeks adoption leave (26 weeks Ordinary Adoption Leave and 26 weeks Additional Adoption Leave),
- 39 weeks SAP.

Police Regulation Provision:

- 52 weeks adoption leave; in line with the statutory provision above.
Please note: This is not in addition to statutory leave.
- Weeks 1 – 26 SAL, payable at the officer's normal rate of pay.
- Weeks 27 to 39 – SAL, payable at the prevailing rate of SAP.
- Weeks 40 to 52 – SAL, unpaid.

4) Officer has served continuously for one year or more at the end of the week in which they are matched with a child for adoption, choosing to receive half pay in weeks 22 to 31, instead of receiving full pay for weeks 22 to 26:

Statutory Provision:

- 52 weeks adoption leave (26 weeks Ordinary Adoption Leave and 26 weeks Additional Adoption Leave),
- 39 weeks SAP.

Police Regulation Provision:

- 52 weeks adoption leave; in line with the statutory provision above.
Please note: this is not in addition to statutory leave,
- Weeks 1 – 21 SAL, payable at the officer's normal rate of pay,
- Weeks 22 to 31 – SAL, payable at half the officer's normal rate of pay,
- Weeks 32 to 39 – SAL, payable at the prevailing rate of SAP,
- Weeks 40 to 52 – SAL, unpaid.

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.

6.0 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

7.0 Other Associated Documents

Policy and Procedure

- [J-Pr-234 Annual Leave – Maternity, Adoption and Shared Parental Leave](#)
- [J-P-054 Adoption Leave and Pay – Police Officer Policy](#)
- [J-Pr-046 Adoption Leave and Pay Step by Step](#)
- [J-Pr-048 Surrogacy Arrangements Procedural Guidance](#)
- [J-Pr-050 Fostering Procedure](#)
- [J-Pr-054 Shared Parental Leave Step by Step](#)
- [J-Pr-318 Flexible Working Procedure](#)
- [J-Pr-084 Parental Leave \(Unpaid\) Step by Step](#)
- [J-Pr-278 Unpaid Leave Step by Step](#)
- [J-P-330 Neonatal Care Leave and Pay Step by Step](#)
- [J-Pr-082 Paternity Leave \(Maternity Adoption Support\) Step by Step](#)
- [J-Pr-334 Family Leave Glossary](#)

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](#)
- [HR Privacy Notice](#)

College of Policing

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

Other

- Equality Impact Assessment

8.0 Version History

Version: 1.0
Date: 07/09/2021
Reason for Amendments: Initial document
Amended by: Strategy & Policy Lead – Employee Relations
Approved by: Board
Date Approved: 19/08/2021
Quality Assured: Legitimacy Team

Version: 1.1
Date: 12/12/2023
Reason for Amendments: Fit for purpose review completed amendments include - Signpost to the Family Leave Support Portal, removal of reference to Childcare Vouchers (no longer applicable), reference where applicable to the Annual Leave – Maternity, Adoption and SPL guidance and include links, new section added into the Additional Information documents on KIT days and how they are paid according to Adoption Pay (including payment according to the hours worked), removal of reference to 'offsetting' for the payment of KIT days for officers, as this is not compliant with Regulations, removal of reference to taking Adoption Leave in blocks for officers, as there is no mention of this provision in Regulations or any other legislation (unlike Maternity). Updated to latest template.
Amended by: Employee Relations
Approved by: HoD
Date Approved: 04/12/2023
Quality Assured: Legitimacy Team

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.
Following advice from ICT, a minor amendment has been made in respect of IT access, in that the line manager will arrange for access to be retained, for use of Force Systems on a Keeping in Touch Day, as appropriate.

Amended by: Strategy & Policy Lead – Employee Relations
Approved by: Strategic People Board
Date Approved: 29/05/2024
Quality Assured: Legitimacy Team

Version: 2.1
Date: 22/07/2024
Reason for Amendments: Minor amend - Clarification that court duty during family leave should be compensated with the appropriate Time Off in Lieu (TOIL).
Amended by: Employee Relations
Approved by: n/a
Date Approved: n/a
Quality Assured: Legitimacy Team

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

9.0 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 Devon and Cornwall & Director of People (ACO) (Dorset)
Date Approved: 19/08/2021

End of Document