



Special Leave Policy

Policy Number	213
Policy Owner	Head of HR
Version	5.7
Last Review Date	April 2021
Next Review Date	August 2023
Date of approval	June 2015
Protective Marking	Official

This document has been assessed for:	
Compliance with Legislation	<input checked="" type="checkbox"/>
Equality Impact Assessment	<input checked="" type="checkbox"/>
Freedom of Information issues	<input checked="" type="checkbox"/>
Human Rights compliance	<input checked="" type="checkbox"/>
Health and Safety	<input checked="" type="checkbox"/>
Risk Management	<input checked="" type="checkbox"/>

Important notice: During times of national emergency or pandemic, the Head of HR will approve relevant and necessary changes to policy and process to allow the spirit of the policy to be maintained whilst caring for and supporting our people.

Special Leave Policy

1. Policy Statement

Special leave incorporates a number of 'leave' procedures which support the organisations continuing commitment to work-life balance. Cleveland Police recognises the benefits of achieving a reasonable balance between work requirements and home life and has set out the following procedures to assist individuals and managers when determining reasonable and justifiable measures to assist in a variety of circumstances. It is expected that individuals work with managers to facilitate a solution that assists them and the organisation to reach a mutually beneficial and reasonable outcome.

The procedures set out in this document apply to police officers and police staff (including those police staff employed by the Police and Crime Commissioner for Cleveland).

This policy must be applied fairly, equally, and consistently to all police officers and employees irrespective of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation or any other unjustifiable grounds.

2. Purpose

For the purposes of the document the term "Special Leave" applies to both the police officer and police staff procedures concerning the following leave categories:

- Section 3.1 Emergency leave and time off for domestic incidents;
- Section 3.2 Compassionate leave; including parental bereavement
- Section 3.3 Time off for caring and/or spending time with an individual in the final stages of a terminal illness;
- Section 3.4 Time off for Medical Appointments for individuals with a disability;
- Section 3.5 Attendance at Police Treatment Centres;
- Section 3.6 Reservists and Volunteer Members of Non-Regular Forces leave;
- Section 3.7 Jury service;
- Section 3.8 Time off for public duties/volunteering;
- Section 3.9 Fertility treatment;
- Section 3.10 Elective surgery;
- Section 3.11 Time off to accompany a pregnant woman to ante-natal appointments;
- Section 3.12 Unpaid Annual leave.

3. Underpinning procedures

The special leave application form is available on the force template system and other supporting documentation relating to this policy is available on the force intranet should additional information or support be needed in completing these then the Employee Relations and Service Desk team will be able to assist.

Definition of a Carer

For the purposes of the Special Leave Policy someone with caring responsibilities: a “Carer”, is defined as either a police officer or member of police staff who is or expects to be caring for a child or, in the case of an adult, who:

- Is married to, or is the partner or civil partner of, the individual; or
- Is a near relative of the individual; or
- Falls into neither category but lives at the same address as the individual and can demonstrate they provide carer support to the individual on a regular basis;
- Does not live at the same address as the individual but can demonstrate they provide primary carer support to the individual on a regular basis.

A near relative includes parents, parents-in-law, adult children, adopted adult children, siblings (including those who are in-laws), uncles, aunts or grandparents, and step-relatives.

Time off for Caring Responsibilities

Where an individual becomes a “Carer”, as defined under section 3 of the special leave policy, line managers should discuss with the individual(s) concerned the possible options available to support their caring duties/responsibilities. This should include not only the options outlined in the policy document below, but line managers should also consider the options of:

- Use of Flexible Working Policy;
- Career Break Policy;
- Any other force policies/procedures considered appropriate (all of which can be located on the force policies and procedures intranet site).

If unsure, line managers should seek guidance from the Employee Relations team in the first instance.

3.1 Emergency Leave and Time Off for Domestic Incidents

Cleveland Police is committed to supporting police officers and police staff that from time to time, need additional support to help them to balance their contractual obligations at work with their domestic responsibilities, and may need some time away from work.

The emergency leave procedure is aimed to support all individuals through permitting a period of leave to deal with a domestic incident or a sudden emergency. The appropriate form is on the force intranet and should once completed be submitted for approval in accordance with the instructions provided.

Emergency leave is intended to cope with short-term difficulties, normally 1 or 2 days. Maximum paid leave will therefore be 2 days under this scheme for any individual application. This does not apply to pre-planned absences.

If leave beyond two days is required, this may be granted on an unpaid basis or compassionate leave may be appropriate (see section 3.2).

When leave is required the request should be made by telephone at the earliest opportunity. Upon return to duty the appropriate form should be forwarded to the relevant manager for approval in accordance with the instructions provided. For staff employed within the Office of the Police and Crime Commissioner the request should be made to the Deputy Chief of Staff.

3.2 Compassionate Leave including Parental Bereavement leave (regulation 33)

Paid time off for Compassionate leave for police officers or police staff can be approved for a period of up to 14 days off (pro rata for part time staff). Normally these days are taken consecutively, however this can be broken into 2 blocks of 7 days, if this better meets the need of the bereaved, all days must be taken within 56 days, of the death. If leave beyond 14 days is required, this may be granted on an unpaid basis subject to approval. This would be subject to formal approval those wishing to make an application should complete the necessary form and submit it in accordance with the instructions provided.

Permitted leave on compassionate grounds may be appropriate for bereavement, attendance at funerals of close relatives, or for life threatening illnesses of close relatives. The amount of leave granted is at the discretion of the relevant Senior Manager who will be advised by a relevant Human Resources team member. For staff employed within the Office of the Police and Crime Commissioner the request should be made to the Deputy Chief of Staff.

During the Covid Pandemic, it is recognised that it might be necessary for our employees to use these 14 days in a more flexible manner, and not necessarily in blocks of a week at a time, this will be permitted.

The decision of whether or not an individual is a near relative is dependant on individual family circumstances but should be in line with the definitions contained within section 3 of the policy.

Should compassionate leave be taken over a bank holiday period then bank holiday hours will be reinstated.

With effect from 6th April 2021 regulation 33 for police officers has been amended and for any officer who unfortunately suffers a bereavement of a child or there is a still birth (after 24 weeks of pregnancy) the regulation is attached as an appendix, should any officer require this form of special leave they or their supervision should contact the ER team ERteam@cleveland.pnn.police.uk to determine what special leave options are available to the individual.

3.2.1 Pension Implications (Sections 3.1 and 3.2)

Police Officers

- (a) Leave taken will be reckonable for incremental pay and leave purposes, and;
- (b) An officer is entitled to buy back, for pension purposes, reckonable service in respect of any period taken as unpaid leave.

Police Staff

A member of police staff is entitled to buy back, for pension purposes, specific periods of time taken as unpaid leave. This must be done within 30 days of taking the unpaid leave, applying the following procedure:

- (a) Go to the LGPS pension website at the following link: [TPF - LGPS Members \(teespen.org.uk\)](http://TPF-LGPSMembers.teespen.org.uk)
- (b) Review and complete the section entitled "Buy Lost Pension" by clicking on the button marked quote and apply;
- (c) Complete the "Buy Lost Pension Form";
- (d) For the final quote or application click the button marked "Get quote or application";
- (e) Print off the completed form ensuring that you sign, print, and date the form;
- (f) Send completed form to Payroll Services, St Marks House, Stockton, TS17 6QW.

3.3 Time off for caring and/or spending time with an individual in the final stages of a terminal illness

An individual may take up to a total of 12 calendar weeks full or part time paid leave to allow them to care for, and spend time with, a parent, partner, or child who is in the final stages of a terminal illness. This will allow the individual time to deal with a difficult situation, while working part time where this is possible. Managers will need to discuss each individual case with the Employee Relations Team who will work with Managers in order to ensure that what is granted meets each individual set of needs. Some individuals may wish to continue working part time, while for others this may not be possible or appropriate.

Eligibility is based upon the definition of a Carer mentioned in section 3 of the policy. In exceptional circumstances, consideration may be given to extending the eligibility, providing that the individual is the primary carer of the dependant.

Applications should be completed on the appropriate application form and be sent to the Head of Command and/or Head of Service for authorisation. Applications should wherever possible include a written letter from a GP confirming the situation surrounding the terminal illness, this will allow those needing to use this aspect of the policy to commence either their altered work pattern or time off without undue delay. Whilst in most cases it is anticipated that the 12 weeks will be taken consecutively, in some cases this might not be the most appropriate way to support the employee and their family. In cases when the special leave is to be used in a discontinuous manner then early discussion with Employee Relations and the relevant Business Partner should take place. All decisions should be forwarded to the Employee Relations team who will note the decision taken and in cases when the application is rejected then liaise with the service unit as to the reasons why and to ensure the member of staff is receiving appropriate support.

3.4 Time off for Medical Appointments (Equality Act 2010)

Line managers should ensure that individual's who require time off work to attend medical appointments on account of a disability, as defined under the Equality Act 2010, should be considered on a case by case basis. The amount of time and frequency of visits required to attend either a hospital or appropriate medical establishment is likely to vary according to the individual's condition and personal circumstances. Line managers and individuals, therefore, should consider all options of leave which balance the needs of the individual and the needs of the organisation. The list below is used for illustration purposes:

- Reasonable paid time off;
- Use of Flexi/TOIL leave to accommodate period(s) of leave required;
- Permitted time off work unpaid;
- Agreement to allow individual to work alternative roster in order to negate time away from work and/or loss of earnings;
- Use of annual leave to accommodate period(s) of leave required;
- Combination of any or all of the above.

Whilst time off should always be approved in line with the requirements of the service, business managers should recognise the potential for discrimination claims if cases are not handled equitably and consistently. If unsure, managers should seek advice and guidance from the Employee Relations team in the first instance. For staff employed within the Office of the Police and Crime Commissioner the request should be made to the Deputy Chief of Staff.

3.5 Attendance at Police Treatment Centres

The Police Treatment Centres (PTC) is a registered charity which provides treatment and support including intensive, Police specific physiotherapy and rehabilitation for injured Police Officers and retired Police Officers. Individuals would be asked to sign up to PTC making a monthly donation/contribution.

In 2018 PTC widened the scope to allow Police Community Support Officers (Police Staff).

From January 2022 the scope has been widened further to include Crime Scene investigators (CSIs) and Police Staff investigators.

More information is available on the Police Treatment Centres website [here](#)

Those Police Officers and eligible Police Staff who make the necessary contribution to the Police Treatment Centres, who are in work and supported by their GP/OHU in their application to attend one of the treatment centres will be able to apply for:

3.5.1 Police officers

Up to 2 weeks special leave in any 12 month period. It is necessary to liaise with supervision prior to accepting a place at a treatment centre to ensure that the required operational resilience is maintained. Officers should provide supervision with a copy of their acceptance letter PRIOR to completing the special leave form.

3.5.2 Police staff

Eligible Police Staff (see above) may apply to receive up to 1 week special leave in any 12 month period. It is necessary to liaise with supervision prior to accepting a place at a treatment centre to ensure that the required operational resilience is maintained. Staff should provide supervision with a copy of their acceptance letter PRIOR to completing the special leave form.

3.5.3 Retired police officers – returning as police staff members

In any cases of a retired police officer, returning as a police staff member, who is a contributing member to the police treatment centre, can make an application to have one weeks paid special leave to attend a treatment centre granted. The member of staff making the application must, if the deductions for their membership are taken from their pension or paid by direct debit, provide proof of payments being made, prior to the leave being granted. Any such member of staff must check prior to accepting a place that their abstraction can be supported.

3.6 Reservists (VRF) and Volunteer Members of Non-Regular Forces (VMNRF)

3.6.1 Police officer

Definition

This document provides guidance and procedure for police officers who are members of, or wish to become members of, the Volunteer Reserve Forces (VRF). The VRF consists of the Royal Naval Reserve (RNR), the Royal Marines Reserve (RMR), the Territorial Army (TA) and the Reserve Air Forces which are

made up of the RAF Reserve (RAFR) and the Royal Auxiliary Air Force (RAuxAF).

The Force will allow police officers to join the VRF and any individual wishing to do so must ensure that they advise the Human Resources team and their Line Manager are properly informed of any application and any training commitments requiring leave.

Reservists

Under the Reserves Forces Act 1996, volunteers may be required to undertake training for up to 16 days per annum (usually on Saturdays and Sundays). Territorial Army Units should be in a position to offer alternative dates and the onus is, therefore, on the police officer to try and arrange for training to be undertaken in off-duty time. The force will grant special leave but only on an unpaid basis. The necessary form should be obtained from the force intranet and submitted in accordance with the instructions provided for requests for unpaid leave.

Volunteer Members of Non-Regular Forces (VMNRF)

A police officer VMNRF who attends summer camp may be granted special leave to attend but only on an unpaid basis. The special leave form should be obtained from the force intranet and submitted in accordance with the instructions provided for requests for unpaid leave.

Line Managers are responsible, where possible, in ensuring consideration is given to allowing flexibility in aligning holiday arrangements with training periods.

The Force will appeal against the mobilisation of any police officers in their probationary period and reserves the right to appeal against the mobilisation of any individual should it be deemed that operational resilience would be adversely affected.

3.6.2 Police staff

Definition

This document provides guidance and procedure for police staff who are members of, or wish to become members of, the Volunteer Reserve Forces (VRF). The VRF consists of the Royal Naval Reserve (RNR), the Royal Marines Reserve (RMR), the Territorial Army (TA) and the Reserve Air Forces which are made up of the RAF Reserve (RAFR) and the Royal Auxiliary Air Force (RAuxAF).

The Force will allow police staff to join the VRF and any individual wishing to do so must ensure that the Employee Relations team and their Line Manager are properly informed of any application and any training commitments requiring leave. For staff employed within the Office of the Police and Crime Commissioner the request should be made to the Deputy Chief of Staff.

Reservists

Under the Reserves Forces Act 1996, volunteers may be required to undertake training for up to 16 days per annum (usually on Saturdays and Sundays). Territorial Army Units should be in a position to offer alternative dates and the onus is, therefore, on the police staff member to try and arrange for training to be undertaken in off-duty time. The organisation will grant special leave but only on an unpaid basis. The necessary form should be obtained from the force intranet and submitted in accordance with the instructions provided for requests for unpaid leave. Template A28-00 should be completed for requests for unpaid time off

Volunteer Members of Non-Regular Forces (VMNRF)

Subject to (a) and (b) below, a VMNRF who attend summer camp may be granted unpaid leave additional to their normal annual leave. The organisation may also grant the two weeks required for camp as additional leave in those cases where the basic annual leave entitlement is four weeks. In the case of police staff members whose basic leave entitlement is more than four weeks, then the organisation may grant either one or two weeks leave for this purpose. Cleveland Police may grant unpaid leave to members of the VMNRF who are required to undertake training additional to attendance at summer camp and who are unable to arrange for such training days to be on days when they would normally not be working.

- a) Leave: The granting of leave for VMNRF training will only be granted, providing the Supervisor/Manager considers it will not affect the efficiency of the department. The appropriate form from the force intranet should be completed in accordance with the instructions provided and should be submitted for consideration.
- b) Pay: Cleveland Police will 'make up' for differences between what the police staff member receives from the 'Organisation' and their current salary.

3.7 Jury Service

Where a police officer or police staff member is called up for jury service, he/she should contact his/her line manager to request the time off work, completing the appropriate template form. Leave for jury service MUST be approved by an appropriate manager (see template) unless an exemption is secured.

In requesting the time off the member of staff should provide a copy of the court summons with the application form, which must be returned to HR admin at St Marks House in accordance with the instructions provided.

With effect from 1st June 2018 you will NOT be required to complete the form issued by the court to claim for a daily allowance in respect of loss of earnings. You will continue to be paid as normal by the force including any normal

enhanced payments. You must not wear uniform (if applicable to your role) to attend court and must comply with the court requests in relation to dress code.

Subsistence and public transport costs can be claimed from the courts. The court service will provide you with information in relation to claiming these.

The below link will assist individuals, to understand what they may claim for.

http://www.direct.gov.uk/en/CrimeJusticeAndTheLaw/JuryService/DG_197055

When undertaking jury service, individuals are required to return to work for any half of full rostered shift on which they are not required to attend court. If a period of jury service means that the normal rest days can not be taken, then these must be reallocated i.e. Monday – Friday jury service then Saturday and Sunday are rest days.

Details of the allowances and expenses available to those individuals requested to undertake jury service can be found at the following website link:

http://www.direct.gov.uk/en/CrimeJusticeAndTheLaw/JuryService/DG_197055

3.8 Time off for Public Duties/Volunteering

3.8.1 Public Duties

Where an individual holds a public office or public position, it is the policy of Cleveland Police to grant a reasonable amount of unpaid time off work so that the individual can perform the duties associated with that position. The individual will not be required to make up for any such time off by working additional hours at another time.

Where, however, the amount of time off that the individual requires for public duties becomes excessive, or begins to cause operational difficulties for the organisation, the organisation has the right to refuse the individual further time off in the immediate future. Alternatively, the individual may be permitted to take time off out of his/her annual holiday entitlement for this purpose.

Individuals should provide written notification to the appropriate Chief Inspector or above (police staff equivalent) (for staff employed by the PCC for Cleveland to the Deputy Chief of Staff) of any dates on which they wish to take time off work for public duties, stating the expected length of their absence. Notifications should be provided as far in advance as possible completing the necessary form from the Force intranet.

3.8.2 Volunteering

Consideration shall be given to unpaid time off for volunteering. Where, however, the amount of time off that the individual requires for volunteering becomes excessive, or begins to cause operational difficulties for the organisation, the organisation has the right to refuse the individual further time off in the immediate future. Alternatively, the individual may be permitted to take time off out of his/her annual holiday entitlement for this purpose.

Requests for time off work for volunteering should be submitted to the appropriate Chief Inspector or above (police staff equivalent) (for staff employed by the PCC for Cleveland to the Deputy Chief of Staff) the appropriate form from the force intranet.

3.8.3 Employer Supported Policing

Employer Supported Policing (ESP) is a national scheme owned by the Home Office. Organisations which are part of the scheme allow a period of paid leave to their employees to conduct duties as Special Constables, Police Cadet Leaders and Police Support Volunteers (PSV). Cleveland Police is a member of the ESP scheme.

Please refer to the policy [here](#) to check if you qualify and for details about how to apply.

3.9 Fertility Treatment

All police officers or members of police staff with more than one year of continuous service are eligible for time off for fertility treatment covered within this policy.

3.9.1 IVF

Eligible police officers or members of police staff undergoing fertility treatment, such as IVF (In-vitro fertilisation), ICSI (Intra-cytoplasm sperm injection), IUI (Intra-uterine insemination) or PESA (Percutaneous Epidermal Sperm Aspiration), may be granted up to 5 calendar days paid leave in a 12 month period for the purpose of receiving and recovering from fertility treatment. This may include time off for counselling following an unsuccessful attempt or before undergoing Egg or Sperm Donation.

Time off for fertility treatment may be taken in one block, separate days, or in half days. If more than five days are required, then some other form of leave should be utilised.

The entitlement to time off for fertility treatment will be on a pro-rata basis for those members of staff who work on a part-time basis.

Sickness absence as a result of fertility treatment will be managed in accordance with the managing attendance policy.

For the purposes of attendance management the sickness absence period(s) connected with those parts of the fertility treatment process where there is invasive surgery and the period after the surgery where complete rest is recommended, should be excluded for the purposes of attendance management.

Section 18 of the Equality Act 2010 provides that unfavourable treatment of a woman at work during the "protected period" because of her pregnancy, or

because of illness suffered by her as a result of pregnancy, constitutes pregnancy discrimination.

In the case of IVF treatment, the protected period begins with implantation of the fertilised ova. A pregnancy test is usually taken two weeks after implantation; if that is negative, the pregnancy is at an end and the protected period would end two weeks after that.

The appropriate form on the intranet should be used to make a formal application and should be forwarded to the relevant manager as instructed on the form who will be at least at the rank of Chief Inspector or police staff equivalent (for staff employed by the PCC for Cleveland to the Deputy Chief of Staff).

3.10 Elective Surgery

Absence from work due to surgical procedures which are considered essential or as a consequence of medical advice will be counted as sick leave. For elective procedures, for example cosmetic surgery or laser eye treatment, police personnel will normally be expected to use annual leave, TOIL, flexi leave or unpaid leave. This applies to both the procedure itself and to any period of recuperation required. However, where police personnel are able to provide a medical certificate relating to an elective procedure, they may choose to have the procedure itself and any period of recuperation counted as sick leave.

It is recommended that individuals give as much notice as possible to their supervision, advising one month prior to the day on which the surgery will take place. This approach will allow for the surgery to take place at a convenient time to the individual and also cause the minimum amount of inconvenience to the organisation.

The special leave template form should be used to seek approval for unpaid leave and should be forwarded to the relevant manager as instructed on the form who will be at least at the rank of Chief Inspector or above (police staff equivalent) (for staff employed by the PCC for Cleveland to the Deputy Chief of Staff).

3.10.1 Gender reassignment

Individuals and managers with specific queries and questions in relation to the above should seek advice from the Employee Relations team, who will be able to accordingly support. The force policy on Trans at work on the force intranet, may also be useful.

3.11 Time off to accompany a pregnant woman to ante-natal appointments

The partner (of any sex) of a pregnant woman is entitled to take unpaid time off work to accompany the pregnant woman to 2 of her ante-natal appointments. "Partner" includes the spouse or civil partner of the pregnant woman and a person (of either sex) in a long term relationship with her. The right applies whether the child is conceived naturally or through donor insemination. It also extends to those who will become parents through a surrogacy arrangement, if they expect

to satisfy the conditions for and intend to apply for a Parental Order for the child born through that arrangement.

This unpaid time off is capped at a maximum of six and a half hours for each appointment.

Whilst the organisation is not entitled to ask for any evidence of the ante-natal appointments, such as an appointment card, as this is the property of the expectant mother, the organisation is entitled to ask the individual for a declaration stating the date and time of the appointment, that the individual qualifies for the unpaid time off through his or her relationship with the mother or child, and that the time off is for the purpose of attending an ante-natal appointment with the expectant mother that has been made on the advice of a registered medical practitioner, nurse or midwife.

There is no qualifying period for individuals. This is a “day one” right. Applications should be made using the appropriate form available on the force intranet.

3.12 Unpaid leave

Both officers and staff can request unpaid leave to supplement their annual leave they must discuss such applications with their line manager in good time so that the needs of the business can be considered, and so that the applications can be made in a timely manner so that pay is correct in the pay period when the time is taken off – any such requests can only be made and approved when all allocated leave has been booked, and consideration of using any available TOIL/RDIL has been made. Making such an application impacts on pensions, and those considering taking such time off need to consider the implications and understand how they would need to pay pension contributions for the days concerned. Applicants should note that if they apply for unpaid leave then the expectation is that they will not have any leave to carry forward into the next leave year. Such applications will be considered and approved by the Head of the Service area. Line managers must make their recommendations based on the impact to the service.

4. Records

People Services will record and monitor the amount of special leave taken by a police officer or a police staff member whether approved or not. All categories of “Special Leave” will be recorded on the Oracle HR system by the HR admin team.

5. Appendices

Appendix	Description
1.	Regulation 33 – Parental Bereavement leave (Additional Special Leave application form is A28.00)

6. Compliance and monitoring

Cleveland Police expects every individual to act within approved policies and take appropriate professional advice as necessary.

The Head of HR is responsible for the accuracy and integrity of this document. This policy will be continuously monitored, and updated when appropriate, to ensure full compliance with legislation.

The Head of HR will review this process to ensure that all aspects are being adhered to in accordance with the framework of this policy.

7. Version control

This policy will be reviewed and updated at least every three years by the owner, and more frequently if necessary.

The Corporate Services Department will ensure this document is available on the Force intranet, including any interim updates.

The following identifies all version changes.

Version	Date	Reason for update	Author
0.1	01.07.11	Policy Review Timetable	████████
0.2	5/7/11	Final Version following consultation	████████
1.0	Aug 2011	Agreed by SDG members to go live	████████
1.1	Nov 2011	Clarification of pension rights	████████
1.2	May 2012	Inclusion of Time off for Sporting Events	████████
2.0	May 2012	Approved at SDG	████████
2.1	Nov 2012	Minor amendment to time off for elective surgery	████████
2.2	Dec 2012	Slight amendment following consultation. Policy submitted to CBM for approval	████████
2.3	Mar 2013	Minor amendment to move definition of carer	████████
3.1	Mar 2013	Policy approved at Jan CBM subject to above change	████████
3.2	Apr 2013	Inclusion of time off for public duties/volunteering in line with	████████

		Business Interests and Additional Occupations policy	
3.3	July 2013	Minor amendment to Jury Service procedure for individuals	████████
3.4	Mar 2014	Minor amendment to policy to clarify who is eligible to approve various types of Special Leave	████████
3.5	01.04.14	Policy amended to incorporate the Office of the Police and Crime Commissioner for Cleveland	████████
3.6	01.10.14	Policy amended to include time off to accompany a pregnant woman to ante-natal	████████
3.7	01.06.15	Inclusion in policy to include time off for requests to care for terminally ill individuals	████████
3.8	09.03.15	Policy amendment with regards to unpaid leave and pension payments for police staff in line with LGPS	████████
3.9	24.10.16	Section 3.3 slight amendment to wording re approval process for time off for those needing to care for terminally ill individuals	████████
4.0	10.11.16	Section 3.3 slight amendment to wording re how the 12 weeks of paid time off may be taken	████████
4.1	19.07.17	Section 3 – removal of time off for sport, changes to policy and removal of appendices , changes to reference of force forms	████████
4.2	26.03.18	Paragraph 3.3 slight amendment	████████
4.3	06.04.18	Change to compassionate leave and the amount of time off that can be requested Addition of information re attendance at police Treatment Centres	████████
4.4	24.05.18	Change to section on Jury Service para 3.7	████████
4.5	1.6.18	Amend to commencement date in Section 3.7	████████
4.6	07.06.18	Slight amendment to section on fertility treatment	████████
4.7	29.10.18	Addition of a sentence para 3.5.3 – police treatment centres – to be reviewed in 12 months time	████████

4.8	01.10.19	Slight amendment to section 3.2 re how compassionate leave may be taken	██████████
4.9	21.10.19	Slight amendment in section 3.10 relating to elective surgery and the creation of a specific paragraph relating to gender re-assignment	██████████
5.0	Feb 2020	Change of owner dept. name	██████████
5.1	Apr 2020	Addition of COVID 19 message	██████████
5.2	May 2020	Removal of reference to E-form and slight change to accompanying a pregnant woman to her anti natal appointment	██████████
5.3	Oct 2020	Addition text to section 3.8 in relation to ESP.	██████████
5.4	May 2021	Amendments to 3.2, 3.12 and appendix due to change in regulations	██████████
5.5	Nov 2021	Amendment to section 3.5 PTC update to eliglble individuals from Jan 2022.	██████████
5.6	June 2022	Extension of review date by 12 months	█ ██████ █ █ ██████████
5.7	Jan 2023	Extension of review date as agreed at Nov 22 P & W and Dec 22 EMB	██████████

PARENTAL BEREAVEMENT LEAVE

The following determination, “Annex TA – Parental Bereavement Leave”, is made by the Secretary of State under regulation 33 of the Police Regulations 2003 (S.I. 2003/527), following consultation in accordance with regulation 46 of those Regulations. This determination was made on 19 March 2021 and comes into force on 6 April 2021.

Eligibility for leave

- 1) These provisions apply on the death of a child under the age of 18, or a stillbirth after at least 24 weeks of pregnancy, where the date of death has occurred on or after 6 April 2021. In the case of stillbirth the date of death is taken to be the date the child is stillborn.
- 2) These provisions apply to any officer, regardless of length of service, who is a ‘bereaved parent’. For these purposes, a bereaved parent is any of the following to the child at the date of death:
 - a) A parent¹
 - b) A natural parent of a child who has been adopted, but there is a court order providing for contact with the child
 - c) A person with whom a child has been placed for adoption, for so long as that placement has not been disrupted²
 - d) A prospective adopter who is living with the child following the child’s entry into Great Britain from overseas for adoption purposes, and has received official notification of their eligibility to adopt
 - e) An intended parent under a surrogacy arrangement
 - f) A parent in fact³; or
 - g) The partner⁴ of any of the above.

Entitlement to leave

- 3) An officer is entitled to be permitted by their chief officer or police force to take a period of leave, known as ‘parental bereavement leave’, which may be taken either as one week, two consecutive weeks or two separate weeks at different times. A ‘week’ is any period of seven calendar days and the leave must be taken as whole weeks.⁵
- 4) Parental bereavement leave can be taken at any time in the period of 56 weeks beginning with the date of death.

¹ This does not just include natural parents but also others treated as parents by law, including adoptive parents or persons who have become parents under provisions relating to surrogacy or fertility treatment.

² A placement has been disrupted if the child has been returned under adoption legislation, or the child’s placement with a prospective adopter, or foster parent who is also a prospective adopter, has been terminated.

³ This applies if the person has, for a continuous period of at least four weeks ending with the date of death, lived with the child in their own home and had day to day responsibility for their care. No account is to be taken of absences of a temporary or intermittent nature. So for example this could include foster carers, guardians, or others who are not parents of the child but are their main carer. However this does not apply if the child is in the care of a person in premises in which any parent or other person with parental responsibility for the child is living, or if the person was or is entitled to receive wages or other remuneration in respect of the child’s care.

⁴ This means a person who lives with the child and the parent in an enduring family relationship, but is not a relative (parent, grandparent, sibling, aunt or uncle, including half-blood relatives such as half-siblings/aunts/uncles, or adoptive parents) of the parent.

⁵ As these are calendar weeks, there is no need for pro-rata arrangements for officers working part-time or compressed hours.

- 5) Where more than one child has died or been stillborn, the officer is entitled to a separate period of leave in relation to each child.

Notification of leave

- 6) An officer must give their chief officer or police force notification (which does not have to be in writing) of their intention to take any absence from duty as parental bereavement leave, specifying:
 - a) The date of the child's death;
 - b) The date on which the officer chooses that any period of leave to start; and
 - c) Whether the officer intends that period of absence to be for one or two weeks.
- 7) For parental bereavement leave starting within the first 56 days or 8 weeks of the period starting with the date of death, the officer must give notification no later than the time they are due to start work on the day that they start parental bereavement leave.⁶ However if this is not reasonably practicable, the officer must give notification as soon as reasonably practicable afterwards. If an officer is already at work during this period and they give notification of their intention to begin their leave on the same day, the period of parental bereavement leave begins on the next day.
- 8) For parental bereavement leave starting after this period (weeks 9 to 56 after a child's death) the officer should give at least one week's notice of their intention to take parental bereavement leave wherever possible, or as soon as reasonably practicable otherwise.
- 9) Officers can change or cancel their weeks of parental bereavement leave within the same periods of notice as set out above⁷. However a week of parental bereavement leave cannot be cancelled if it has already commenced. A period of parental bereavement leave commences on the date specified in the notice, unless cancelled, or the exception referred to above at 7) applies.

Terms and conditions before, during and after leave

- 10) Parental bereavement leave shall be treated as duty.
- 11) The provisions above are in addition to any existing allowances under Annex T or other determinations, including in relation to bereavement or other parental leave⁸.

⁶ So for example if an officer is due to start work at 9:00am on a Monday they should give notice no later than 8:59am on the Monday.

⁷ So for example if an officer wishes to cancel a period of leave within weeks 9-56 of the child's death, they may do so by giving notice at least seven days/one week before their leave is due to start.

⁸ So for example an officer may be entitled to take periods of leave under both Annex T and these provisions.