



Parental Leave Policy

Policy Number	217
Policy Owner	Head of HR
Version	1.8
Last Review Date	July 2019
Next Review Date	June 2021
Date of SDG approval	June 2011 for Note
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.

Parental Leave Policy

1. Policy statement

Parental Leave is one of the types of leave supported through the organisations commitment to work-life balance. Cleveland Police recognises the benefits about achieving a balance between work requirements and home life to the mutual benefit of both the organisation and the individual.

The procedures set out in this document apply to Police Officers and Police Staff (including 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

The purpose of the document is to highlight to both Police Officers and Police Staff the opportunity to take unpaid parental leave for a defined period after the birth or adoption of a child.

Parental Leave is distinct from Shared Parental Leave (ShPL). Advice on ShPL should be obtained from People Services on extension 1234 (Option 2) in the first instance.

3. Underpinning procedures

3.1 Parental leave

A Police Officer or a Police Staff member is entitled to up to 18 weeks' unpaid parental leave per child, at any time, up to the child's 18th birthday if he/she:

- Is the parent of a child who is under 18 years of age;
- Has adopted a child under the age of 18; or
- Has acquired formal parental responsibility for a child under the age of 18.

To qualify for parental leave, individuals must have completed at least one year's continuous service with the organisation.

A Police Officer or Police Staff member may not take parental leave in blocks of less than one week, unless as provided in legislation the child is disabled when the leave can be taken as separate days.

A Police Officer or Police Staff member may not take more than four weeks' leave in respect of any individual child in any year. For these purposes a year is the period of

12 months beginning when the individual first becomes entitled to parental leave in respect of the child in question, and each successive period of 12 months beginning on the anniversary of that date.

The entitlement to 18 weeks parental leave in total per child moves with an employee from employer to employer, when moving employer the employee must work for a year before making any application for this leave.

A week equals the length of time an employee normally works over 7 days so for a police officer that would be 40 hours, for police staff 37 hours (pro rata for part time employees).

The 3.2 Rights during parental leave

During parental leave both a Police Officer and Police Staff member will remain employed on their respective terms and conditions, although pay and most contractual benefits will be suspended. The right to accrue statutory holiday entitlement for Police Officers and Police Staff will, however, remain in place. Certain other terms of employment will remain in force, as follows. During parental leave Police Officers and Police Staff members will be entitled to the implied obligation of trust and confidence, and any terms and conditions of employment relating to:

- Notice of termination;
- Performance or grievance procedures (Police Officer);
- Redundancy compensation (Police Staff); and
- Disciplinary or grievance procedures (Police Staff).

3.1 Conditions of parental leave

A Police Officer or member of Police Staff may not exercise any entitlement to parental leave unless he/she has completed a written request to their line manager. The written request should provide evidence as to: his/her entitlement (e.g. parental responsibility or expected responsibility for the child in question; the child's date of birth or date on which placement for adoption began. The form to be completed is A06-48.

A Police Officer or member of Police Staff must give proper notice of the period of leave that he/she proposes to take. This notice must be given to the organisation at least 21 days before the date on which leave is to start and must specify the dates on which the period of leave is to begin and end.

Where the individual is the father of the child in respect of whom the leave is to be taken and requests parental leave to begin when the child is born, the notice must specify the expected week of childbirth and the duration of the period of leave. The individual must give this notice at least 21 days before the expected week of childbirth. This would be in addition to any Paternity / Maternity Support leave taken.

3.2 Conditions of parental leave (adoption)

Where the parental leave is in respect of an adopted child and is to begin on the date of the placement, the individual's notice must be given to the organisation at least 21 days before the beginning of the week in which the child is to be placed for adoption, or as soon as is reasonably practicable thereafter. It must specify the week in which

the placement is expected to occur and the duration of the period of parental leave requested.

3.3 Postponement of parental leave

Cleveland Police may postpone a period of parental leave (other than where parental leave has been requested immediately after childbirth or immediately after placement for adoption) where the organisation considers that its business would be unduly disrupted if the individual were to take leave during the period requested. In such a case, the organisation will allow the individual to take an equivalent period of parental leave beginning no later than six months after the commencement of the period originally requested.

Cleveland Police will give notice in writing of the postponement stating the reason for it and specifying suggested dates for the Police Officer / Police Staff member to take parental leave. Such notice will be given no more than seven days after the individual's notice was given to the organisation.

Leave cannot be delayed to a date beyond the child's 18th Birthday

3.4 Return from leave

At the end of parental leave, a member of Police Staff will be entitled to return to the same job provided that the leave was for a period of four weeks or less (and did not follow on immediately from a period of additional maternity or adoption leave). If the period of parental leave was longer than four weeks (or followed on immediately from a period of additional maternity or adoption leave), then the employee will be entitled to return to the same job or, if that is not practicable, to a similar job that has the same or better status, terms and conditions as the previous job.

At the end of parental leave a Police Officer will be entitled to return to the same job.

3.5 Records

People Services will record and monitor the amount of parental leave taken by a Police Officer or a Police Staff member. This will be recorded on the Oracle system.

4. Appendices

There are no appendices with this document.

5. Compliance and monitoring

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

All Police Officers and Police Staff should be briefed on Work Life Balance policies at their induction and their attention drawn to key points.

The Head of HR will monitor the implementation of and compliance with this policy on an ongoing basis.

6. 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 intranet, including any interim updates.

The following identifies all version changes.

Version	Date	Reason for update	Author
0.1	01.06.11	Policy Review Timetable	████████
1.0	June 2011	SDG agreed version	████████
1.1	06.07.11	Update due to legislation – para 3.1 slightly reworded	████████
1.2	Nov 2012	Policy amended to reflect introduction of PCC, statement only	████████
1.3	08.03.13	Policy amend in line with legislation increase from 13 to 18 weeks	████████
1.4	01.04.14	Policy amendment to include the Office of the Police and Crime Commissioner for Cleveland	████████
1.5	05.04.15	Policy amendment in line with legislative changes made to Parental Leave	████████
1.6	26.07.19	Policy review - slight changes to wording - clarification that the entitlement moves from employer to employer	████████
1.7	Feb 2020	Change of owner dept. name	████████
1.8	Apr 2020	Addition of COVID 19 message	████████