



# Paternity and Maternity Support Leave Policy

<b>Policy Number</b>	362
<b>Policy Owner</b>	Head of Human Resources
<b>Version</b>	1.0
<b>Last Review Date</b>	March 2021
<b>Next Review Date</b>	February 2024
<b>Date of approval</b>	9 <sup>th</sup> March 2021
<b>Protective Marking</b>	Official

<b>This document has been assessed for:</b>	
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"/>

## **Paternity and Maternity Support Leave Policy**

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**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.

### **1. Policy statement**

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Cleveland Police and the Office of the Police and Crime Commissioner for Cleveland complies with the Employment Act 2002, which provides a statutory right for an employee to take Paternity or Maternity Support Leave in connection with the birth of a child, or placement of an adopted child.

The policy also complies with relevant Police Staff Council Handbook rules and Police Regulations (Police officers England and Wales).

The guidance note that accompanies this policy explains the provisions of paternity and maternity support leave who is eligible and how to apply.

This policy applies to all police staff and police officers in the employ of the Chief Constable for Cleveland or the Police and Crime Commissioner for Cleveland.

### **2. Compliance and monitoring**

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

### **3. Version control**

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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.

<b>Version</b>	<b>Date</b>	<b>Reason for update</b>	<b>Author</b>
0.1	July 2020	Creation of policy statement and guidance note	██████████
0.2	December 2020	Final policy and guidance notes - after consultation comments	██████████
1.0	May 2021	Policy approved at March 2021 Executive Management Board and published following minor amendments	██████████