



Maternity, Adoption and Surrogacy Leave Policy

Policy Number	372
Policy Owner	Head of Human Resources
Version	1.0
Last Review Date	April 2021
Next Review Date	February 2024
Date of approval	9 th March 2021
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"/>

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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

Cleveland Police and those employed by the Office of Police and Crime Commissioner for Cleveland will receive Maternity or Adoption Pay in line with relevant legislation, and either the National Police Staff Council handbook or Federation of England and Wales regulations in place at the time of the Maternity, Adoption or Surrogacy Leave application.

The guidance note created and placed on the intranet explains the process for application and the responsibilities of the line manager, individual and Employee Relations and Human Resources team.

The payment of both Statutory and Occupational Maternity or Adoption Pay is subject to qualifying service requirements being met, these are nationally set and in the case of Statutory Maternity or Adoption Pay those requirements are set out in employment legislation.

2. Compliance and monitoring

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

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	December 2020	Change to how policy is written and merging of several policies	██████████
1.0	May 2021	Policy approved at March 2021 Executive Management Board and published following minor amendments	██████████
