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## Parental Leave and Time Off for Dependants - Police Officers and Police Staff

**Issued:** 20/10/2015 **Effective:** 09/04/2015 **Next Review:** 13/01/2019

### NOT PROTECTIVELY MARKED

**PROCEDURE TITLE:** Parental Leave and Time Off for Dependants – Police Officers and Police Staff

**IN SUPPORT OF POLICY:** [Worklife Balance](#)

**CONTACT DETAILS:** Customer Services Helpline, ext 64111

**BACKGROUND INFORMATION:** This procedure outlines the eligibility criteria and amount of leave individuals may take in relation to their statutory right to parental leave and time off for dependants.

**EQUALITY IMPACT ASSESSMENT:** [Complete](#)

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#### 1.0 Parental Leave

1.1 The right to parental leave applies to the parents of the child named on the birth certificate, to adoptive parents, or to those who have acquired parental responsibility for a child as defined under the Children Act 1989 or the Children (Scotland) Act 1995. In the majority of cases, the birth certificate will be the evidence of the person's responsibility for the child and proof of the child's age. Parental leave applies in respect of children who are born (or adopted) on or after 15 December 1994.

#### 1.2 Entitlement to Parental Leave

1.2.1 Individuals will be entitled to take parental leave if they:

- have one year's continuous service.
- have, or expect to have, responsibility for a child.
- use the leave for the purpose of 'caring for that child'.
- are the parents of a child under the age of 18 years.
- are the parents of an adopted child who was placed with the family for adoption within the last five years (or until the child's 18th birthday).

1.2.2 If an individual moves to a new employer, they will once again need to accrue one year's qualifying service before being entitled to parental leave.

#### 1.3 Amount of Leave

1.3.1 Where an individual satisfies the above criteria they will be entitled to the following parental leave per child and per parent (for example, a parent with twins will be entitled to 18 weeks leave for each child):

- all individuals are entitled to 18 (standard/contracted working) weeks unpaid leave to take up until the child's 18th birthday
- parental leave must be taken in blocks of one week (flexibility will be given to parents caring for a disabled child, for example, they may be able to take leave one day at a time).
- up to a maximum of four weeks parental leave can be taken in any one year at one time (flexibility may be given on this amount for parents caring for disabled children).
- part of a week will count as one week so that if a full-time member of staff/officer takes two days parental leave and works the remainder of the week, this will count as one full week of the parental leave entitlement.

#### 1.4 Applying for Leave

1.4.1 To apply for parental leave, all staff must complete a parental leave application form, and give a minimum of 21 calendar days notice of the intention to take parental leave. The notice must specify the date on which leave is to commence and end. Completed application forms must be forwarded to HR Transactions, Business Support.

Link> [Parental Leave Application Form](#)

1.4.2 An individual wishing to take parental leave in addition to paternity leave, must give notice of the expected week of childbirth (EWC) and the duration of the period of leave, using the parental leave form. At least 21 calendar days notice must be provided before the EWC.

1.4.3 In the case of adoption, all individuals must provide notice of the week in which the placement for adoption is expected to occur and the duration of the leave to be taken. That notice must be at least 21 calendar days before the week when the adoption is expected to take place, or as soon as possible thereafter.

#### 1.5 Postponing Leave

1.5.1 In circumstances other than for prospective fathers / partners or prospective adopters, Northumbria Police may give notice to postpone a request for leave. Leave may be postponed where the level of service would be 'substantially prejudiced' if the individual took leave at the time requested. Leave may be postponed for up to six months and the reason for postponement must be stated in writing. The dates on which the postponed leave will

begin and end will be determined by Northumbria Police after consulting with the individual. The postponed leave must be of the same length as originally requested.

1.5.2 Northumbria Police's notice of postponement must be given no more than seven calendar days after the individual's notice to request the leave was given to line management.

#### 1.6 The Status of the Contract

1.6.1 All individuals are entitled to return to the post in which they were employed prior to taking parental leave, or, if not practicable, to a job which is suitable and appropriate. Terms and conditions must not be less favourable than prior to the parental leave and seniority, pension rights and similar rights will not be reduced.

1.6.2 All individuals are entitled not to be subject to any detriment on the grounds that they have taken parental leave.

1.6.3 Leave taken as parental leave will be reckonable for incremental pay and leave purposes and for inclusion in any period of probationary service. The period of leave will also count as continuous service.

1.6.4 All individuals may buy back reckonable service in respect of any period taken as parental leave for pension purposes. Police staff must make this declaration within 30 days from the end of the period of unpaid leave.

#### 2.0 Time Off for Dependants

2.1 Time off for dependants provides a reasonable amount of paid or unpaid time off during working hours for an individual to cope with the care of dependants in the event of unforeseen or sudden emergencies. There is no right to paid time off. The purpose of the time off is not to grant additional lengthy periods of leave from work but to allow an individual to deal with the emergency and to make longer term arrangements for the care of those involved where necessary. Time off is normally granted for up to two days in the following circumstances:

- to provide assistance when a dependant falls ill, gives birth, is injured or assaulted.
- to make arrangements for the provision of care for a dependant who is ill or injured.
- due to unexpected disruption or termination of the arrangements for the care of a dependant.
- to deal with an incident involving a child during the time when an educational establishment has the care of that child.

2.2 All individuals must inform their line manager (or another manager if the line manager is unavailable) as soon as practicable of the reason for the absence and discuss the expected duration of the absence. Where unforeseen circumstances have prevented this from happening, the line manager must ensure that a discussion is held with the individual upon return from leave. Where this does not take place, the time off will be unpaid. The declaration form may be completed upon return from leave.

Link> [Time off for Dependants Declaration Form](#)

2.3 Paid time off may be granted up to a maximum of three separate occasions in a 12 month period.

2.4 Where additional time off is required, this may be granted under the leave provisions listed below:

- [Compassionate Leave - Police Officers](#)
- [Short Notice Leave - Police Officers and Police Staff](#)
- [Annual Leave and Bank Holiday Allocation - Police Officers](#)
- [Police Staff Handbook - Police Staff \(see section on Annual, Unpaid and Compassionate Leave\)](#)
- [Requests for Flexible Working Arrangements - Police Staff and Police Officers](#)
- Unpaid Time off for Dependants (as agreed by local management)

#### 2.5 Definition of a dependant

2.5.1 A dependant is defined as a spouse, civil partner, child, parent or person who lives in the same household as the member of staff, with the exception of a tenant, lodger or boarder. A dependant may also include someone who reasonably relies on the staff member for assistance when the dependant is ill, injured, assaulted or to make care arrangements when the dependant is ill or injured (illness includes mental illness or injury).

2.5.2 Time off for dependants leave will be recorded within the Human Resource Management System (HRMS).

#### 3.0 Advice

For further advice in relation to this procedure please refer to your line manager or contact the HR Service Centre Mailbox.

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**CRITERIA:** This procedure should be applied where an individual would like to request time off to care for a child or when requesting time to deal with unforeseen or sudden emergencies involving a dependant.

**ACCESS AND DISCLOSURE RESTRICTIONS:** None

**FORMAL TRAINING REQUIREMENTS:** None

**IS A LOCAL PROCEDURE REQUIRED IN SUPPORT OF THIS DOCUMENT:** No

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This instruction is designed to avoid discrimination and in accordance with the Human Rights Act 1998 and its underlying principles.

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**Categories**

Attendance Management

**Related Documents**

[Shared Parental Leave \(Procedure\)](#)

[Maternity - Police Staff \(Procedure\)](#)

[Maternity - Police Officers \(Procedure\)](#)

[Adoption - Police Staff \(Procedure\)](#)

[Adoption - Police Officers \(Procedure\)](#)

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## Work-life Balance

**Issued:** 08/02/2016 **Effective:** 08/02/2016 **Next Review:** 08/02/2019

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## NOT PROTECTIVELY MARKED

**POLICY TITLE:** Work-life Balance

**OWNING DIRECTORATE:** Human Resources

**AUTHOR:** HR Policy and People Development Team

**CONTACT DETAILS:** Customer Service Helpline ext 64111

**EQUALITY IMPACT ASSESSMENT:** [Complete](#)

**AIM OF POLICY:** To promote family friendly / work-life balance options for staff and officers.

**BENEFIT OF POLICY:** It briefly outlines the options which may be available to staff and officers in relation to work-life balance working practices.

**REASON FOR POLICY:** To abide by equality legislation and ensure consistency across the Force.

## DESCRIPTION OF POLICY:

Northumbria Police is committed to creating and retaining a diverse, effective and flexible workforce and becoming an employer of choice. As a diverse employer, Northumbria Police understands and appreciates that the needs of its staff can differ, and therefore a range of work-life balance options have been implemented to help all officers and staff achieve an appropriate balance between work, religious beliefs and domestic responsibilities. Importantly, this policy is underpinned by the Code of Ethics which details the principles and high standards of behaviour expected from all staff and officers working for Northumbria Police.

Northumbria Police will offer the following:

- Maternity, Paternity and Adoption Leave.
- Various flexible working options which include reduced hours and term time working etc.
- Short notice leave, parental leave, time off for dependants and a Childcare scheme.
- Compassionate, bereavement and terminal illness leave.
- Career breaks and unpaid leave, where officers and staff have

the opportunity to take an unpaid break, with a conditional guarantee of re-employment. Staff and officers can take the time to care for family members or other dependants, or use it for personal development.

- Various retirement options to support the needs of staff and officers.
- Working from home, where it can be accommodated, as a short term measure in exceptional circumstances. (Managers will take advice from the Human Resources Service Centre prior to agreeing this arrangement. Agreement will also be subject to appropriate Health and Safety and Data Protection considerations.)

The patterns and expectations of working life are constantly changing; Northumbria Police recognises this and will continue to implement and develop family friendly working practices which reflect and support the different lives and responsibilities of our officers and staff.

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**SOURCE DOCUMENT:** Discrimination legislation.

**GROUPS AFFECTED:** All officers and staff.

**ACCESS AND DISCLOSURE RESTRICTIONS:** None.

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This instruction is designed to avoid discrimination and in accordance with the Human Rights Act 1998 and its underlying principles.

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**Northumbria Police**

### **Time Off For Dependants – Officer / Staff Declaration**

(Please read the Parental Leave and Time off for Dependants Procedure and discuss the form with your line manager, prior to completion. If the request has taken place over the telephone then complete this form post the leave taken.)

<b>TO:</b>	Business Support, Area Command / Department		
<b>FROM :</b>	Name .....	Job Title/ Rank.....	
	Force No .....	Payroll No .....	Area Command/Dept.....

I hereby confirm the following:

1. The time I require off is to deal with an emergency involving a dependant.
2. The dependants leave I require is from.....to.....
3. I understand that I will/will not be paid for this period of absence\*  
(\* please delete as appropriate)
4. I will be caring for my dependant during the absence.
5. Details of any previous time off for dependants leave taken within a twelve month period:

Approved as.....days paid. Approved as .....unpaid time off for dependants leave.

Signed..... Date .....  
(line manager)

Signed ..... Date .....  
(applicant)

#### **Police Staff Only:**

Please note that any declaration to buy back any period of unpaid leave must be made within 30 calendar days of the end date of the unpaid leave. Please contact Payroll and Pensions Unit, Finance and Resources Department for further information on the costs associated with this.

**Noted in Business Support, Area Command / Department..... Date .....**

**Completed form to be returned to:**  
**Business Support Transaction Team, Area Command / Department**  
**Copy to: Personal File**



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## Instructional Information Zone

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### Short Notice Leave - Police Officers and Police Staff

**Issued:** 31/12/2013 **Effective:** 23/11/2012 **Next Review:** 17/01/2019

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## NOT PROTECTIVELY MARKED

**PROCEDURE TITLE:** Short Notice Leave – Police Officers and Police Staff

**IN SUPPORT OF POLICY:** [Work-life Balance Policy](#)

**CONTACT DETAILS:** Customer Service Helpline, Ext 64111

**BACKGROUND INFORMATION:** This procedure informs staff and officer's of the short notice leave provision and the process for applying.

**EQUALITY IMPACT ASSESSMENT:** [Complete](#)

The following procedure applies to all police officers and police staff.

Officers and staff can request to take a maximum of two days leave at short notice (i.e. on the day of the intended absence) each annual leave year. This time will be deducted from their annual leave entitlement or any accrued flexi or lieu time.

### Requests for Short Notice Leave

Requests for short notice leave must be made to the officer or staff member's immediate line manager.

Officers and staff are required to give a minimum of one hours notice of the intended absence at the start of their working day.

The right to take the leave cannot be assumed. If the immediate line manager is not available, the request must be made to the second line manager or an alternative manager within the area command or department.

When exercising this leave option, there is no formal requirement to give a reason, although it is courteous to provide one to management.

### Approving Short Notice Leave

The officer or staff member's line manager may approve the request for short notice leave.

Leave under this procedure is not an automatic right. Line managers should not approve leave when the following are applicable:

- a health and safety risk would be created if the officer or staff member does not attend work;
- the abstraction would seriously affect the provision of service to the public;
- the request for leave has already been made by the officer or staff member and refused;
- the officer or staff member is due to attend a training course, court, meeting or event that they must attend;

**Shift workers**

Due to the unsocial hours that shift workers undertake, there may be occasions where they are unable to contact their own line manager to request short notice leave. On these occasions, another suitable manager must be contacted to request the leave option. The manager who authorised the leave will then be responsible for notifying the officer or staff member's line manager that they have approved this leave option.

**Recording and monitoring**

When an officer or staff member returns from a period of short notice leave they must place a retrospective request for the time off through RMS or the electronic leave management system. This will ensure that the time off is deducted from their annual leave or lieu time entitlement and that a record is made that short notice leave has been taken.

The number of short notice leave days that an officer or staff member has taken in each annual leave year should be monitored locally by management.

**Other Special Leave Options**

Short notice leave should be used in cases which do not meet the requirements of the other special leave options available. These include bereavement leave, compassionate leave, and time off for dependents.

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**CRITERIA:** This procedure will be applied when staff or officers request short notice leave.

**ACCESS AND DISCLOSURE RESTRICTIONS:** None

**FORMAL TRAINING REQUIREMENTS:** None

**IS A LOCAL PROCEDURE REQUIRED IN SUPPORT OF THIS DOCUMENT:** No

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This instruction is designed to avoid discrimination and in accordance with the Human Rights Act 1998 and its underlying principles.

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**Categories**

Terms & Conditions

**Related Documents**

[Work-life Balance \(Policy\)](#)

[Diversity & Equality \(Policy\)](#)