

Maternity Information Meeting Notes – Police Officers

Name:	
Collar number:	Date of meeting:
HR Advisor:	Person conducting Mat Chat:
Expected Week of Childbirth (EWC):	
Employment Start Date:	Length of Service:
Current Location:	Section:
Line Manager details:	

Abbreviations

EWC – Expected week of childbirth
SML – Statutory maternity leave
SMP – Statutory maternity pay
OMP – Occupational maternity pay
RMU – Resource Management Unit

Section 1 : Antenatal Appointments:

You are entitled to reasonable paid time off for ante-natal care including hospital, clinic, GP appointments and routine check-ups. If a choice of appointment times is provided, Bedfordshire Police ask that you select the appointment which is least disruptive to the department and should provide as much notice as possible. Any time off for ante-natal care appointments should not be unreasonably refused. You may be asked for written confirmation of your appointments.

Section 2 : Maternity Leave Entitlement:

You are entitled to take up to 15 months maternity leave, however only a maximum of 12 months can be taken after the birth of your baby.

Maternity leave can begin up to 24 weeks (6 months) prior to the date your baby is due.

You can choose to start your maternity leave as late as the day your baby is due.

However, please note that if you are absent from work for a maternity related reason at any time after the beginning of the fourth week before the Expected Week of Childbirth, regardless of the duration, maternity leave and statutory maternity pay (SMP) will automatically begin on the day after the first day that the individual is absent.

For officers, if you are on occupational maternity leave at the beginning of the fourth week before the EWC, SMP will automatically begin at this point if you have not elected to receive it prior to this date.

Section 3 : Maternity Pay Entitlement:

Your length of service is calculated at the 15th week before the Expected Week of Childbirth. This is known as the qualifying week.

- Officers with less than 26 weeks' service at the qualifying week are not entitled to SMP but may be entitled to maternity allowance (MA). Payroll will provide you with an SMP1 form, explaining why you are not entitled to maternity pay and guidance on how to claim the Maternity Allowance. Maternity Allowance will be deducted from an Officer's maternity allowance and it is important that you inform Payroll of the amount of Maternity Allowance you receive.
- Officers with more than 26 weeks' service but less than 52 weeks' service at the qualifying week are entitled to 39 weeks paid maternity leave broken down as follows:
 - 6 weeks higher rate SMP (90% of average earnings)
 - 33 weeks lower rate SMP
- Officers with more than 52 weeks' service at the qualifying week are entitled to 18 weeks full pay* (police maternity pay OMP) in addition to SMP. This is broken down as follows:
 - 18 weeks full pay
 - 21 weeks lower rate SMP

You have the option to spread the final five weeks of your police maternity pay over 10 weeks at a reduced rate. Therefore you can elect to receive half-pay in the fourteenth to the twenty-third week of maternity leave, instead of receiving full pay in the fourteenth to the eighteenth weeks.

*The payment of OMP is subject to you returning to work for at least one month. If you do not return to work, this will result in you being required to reimburse the Force your Occupational Maternity Pay (18 weeks full pay less any SMP).

Statutory Maternity Pay is paid in full weeks (a period of 7 days from the day your maternity pay period begins). Should you elect to return to work part of the way through a week in which you are entitled to receive SMP, you will lose the payment for that week.

Annual leave can be used to count towards your return to work period. Police Officers do not have the option to withhold payment of OMP.

More information on Maternity Allowance and Statutory Maternity Pay can be found on www.gov.uk

Section 4 : Requesting Maternity Leave/Maternity Pay:

You should notify the force in writing of the date you intend to start your maternity leave, no later than the 15th week before the Expected Week of Childbirth.

You will need to provide us with the original MATB1 form as soon as possible and submit using the Police Officer Maternity/Adoption Leave Application Form. (Originals cannot be returned).

The Force has a duty of care to keep you safe so it is important that you have a risk assessment completed with your line manager and that this is reviewed regularly.

In order to keep you safe and to ensure the smooth running of operations, we would appreciate it if you could inform the Resource Management Unit of your pregnancy at the earliest opportunity.

Section 5 : Maternity Uniform:

Items of maternity uniform are available for uniformed posts. Please note the entitlement is 3 shirts and 2 trousers or skirts or one of each.

Any Officer or Police Staff requiring uniform and equipment should email all requests to Uniformstores@cambs.pnn.police.uk and include the following information:

- Name
- Collar number
- Force
- Item required
- Size
- Reason for requirement
- Location of where the items should be sent

Copies of the uniform brochure can be found on the HR Workforce Relations webpage.

A risk assessment should be carried out to ensure that no pregnant Officer or Staff, (or their unborn child), are placed in any undue danger by wearing uniform.

Section 6 : Health & Wellbeing Referrals:

You will not be referred to Health & Wellbeing unless you are having complications during your pregnancy. Your line manager will carry out a risk assessment with you to ensure you are working in a safe environment and this will be reviewed regularly. You should ensure you update your line manager with any medical advice given to you by your GP, Midwife or Nurse to ensure that the risk assessment takes these factors into account. This may result in providing you with a temporary role.

Section 7 : Support

You can get support from your line manager, Federation or any other support groups you may be a member of.

If you would like to be emailed Forcewide News whilst you are on your maternity leave, please email the Forcewide News email address with your details.

Section 8 : Notification of Birth

It is really important that you inform us of the actual birth date of your baby so we can update the records and ensure you are paid correctly. You can call 01234 842202 or 01234 842069 in the first instance but we do require a copy of your Birth of Child Proforma. This can either be sent by email to hr.workforcerelations@bedfordshire.pnn.police.uk or by post. This is particularly important if you have not provided a date to receive Statutory Maternity Pay as your Statutory Maternity Pay will commence on the day following the date your baby is born.

Section 9 : Keeping in Touch Days (KiT Days)

You are entitled to work for up to 10 days throughout your maternity leave. This will not affect your maternity pay. These can be used for meetings, training courses or a normal working day. Keeping in Touch days must be agreed in advance with your line manager. Details of the time worked must be signed by your line manager and submitted on the Keeping in Touch day form to HR Workforce Relations.

Further information on the payment of Keeping in Touch days is available on our HR Workforce Relations webpage.

Attending court is not counted as a KiT day and you will need to inform the RMU department so that TOIL/DRD can be put on your GRS record.

Section 10 : Financial Information

Increment Dates:

Increment dates will not change unless you take more than twelve months maternity leave in total (reckonable service is 52 weeks from the start of OMP). If you take more than twelve months leave in total, your increment date will move forward the corresponding amount of time. For example, if you take twelve months and three weeks leave, your increment date will move forward three weeks. If you take the full 15 months, your increment date will move forward three months. This is a permanent change to your increment date.

Pensions:

If you have more than 26 weeks' continuous service (calculated at the 15th week before the EWC) then you will pay contributions towards your pension during paid periods of maternity only i.e. the first 39 weeks. Bedfordshire Police will continue to contribute to your pension based on your full earnings and not based on your maternity pay.

If you wish to repay your pension contributions for any period of unpaid maternity leave, you must inform the Pension Department within six months of returning to work.

Further advice should be obtained from the Pension Dept.

Deductions:

Monthly contributions for membership of any schemes are automatically deducted from your salary. However, when you are in the Statutory Maternity Pay part of your maternity leave, Payroll are unable to take the appropriate deductions.

Arrangements to cover your monthly deductions from your salary will need to be made prior to commencing your maternity leave. If you have made alternative arrangements these will need to be cancelled on your return to work.

Please note that your insurance cover will cease if you do not make alternative arrangements to pay the subscriptions.

Beds Allowance:

You will receive the normal allowance whilst on paid maternity leave.

Competency Related Threshold Payment:

If you are in receipt of Competency Related Threshold Payment you will continue to receive this during the time you are in receipt of OMP (full pay). When you move onto both higher and lower rate SMP (90% of average earnings) the 90% will be based on CRTP plus salary. As CRTP is included as part of the 90% it is listed as a separate pay element on the payslip – it will just show as SMP. Should you move on to nil pay, the CRTP will cease.

Section 11 : Annual Leave/BH Entitlement

Your annual leave entitlement will continue to accrue during your maternity leave. Bank Holidays will also accrue as they fall.

Accrued annual leave and Bank Holidays can be calculated by the Resource Management Unit (not applicable to Collaborated Units) if you provide the date you intend to return from maternity leave.

Section 12 : Returning to Work:

You are required to provide at least 8 weeks' notice of your intention to return to work by submitting a Maternity Return to Work proforma. HR Workforce Relations will then notify Resource Management Unit, Payroll and Pensions.

Section 13 : Flexible Working

Any flexible working applications should be submitted in the normal way. It is recommended that this is done 4 months' prior to your return to work. If an application is not approved by the return to work date you will be required to return to work on your previous working arrangements.

A copy of the Flexible Working Policy and application forms can be sent to individuals upon request.

Section 14 : Other Information

In order to keep you safe and to ensure the smooth running of operations, we would appreciate it if you could inform the Resource Management Unit of your pregnancy at the earliest opportunity.

Section 15 : Authority to Drive Police Vehicles

As per Force Policy you are required to complete a sight test every 2 years. If this date occurs during your absence, your authority to drive police vehicles will be revoked. It is advisable to be aware of the date you are next due for a sight test.

Confirmation:

Would you like Federation contact/updates during their maternity leave? **Yes/No**
Would you like to receive Forcewide News updated during your maternity leave?
Yes/No

Employee timeline explained and complete

Ensure they have been given:

- Employee timeline document
- Maternity Checklist
- Federation Maternity Guide

If there are any questions that we have not been able to answer during this meeting, please note here and someone from HR Workforce Relations will be in touch:

KIT DAYS – OFFICERS AND STAFF - IMPORTANT INFORMATION PLEASE READ

- The first two weeks immediately following the birth of a child is known as compulsory maternity leave. During this time, the new mum is prevented by law (Maternity Compulsory Leave Regulations 1994) from working or carrying out anything work related.
- During the remainder of the maternity leave period (or adoption leave period) an individual may carry out up to 10 days work for their Force without affecting their maternity/adoption leave and maternity/adoption pay.
- These 10 days are called Keeping in Touch KIT days. The aim of KIT days is to allow the individual on maternity or adoption leave to keep in touch with their line manager and team, allow them the opportunity to carry out some work during their maternity/adoption pay period and ease the eventual return to work.
- KIT days are not mandatory, whether you take advantage of these days is your choice – the Force does not have any right to insist that you work. Any days you do work should be mutually agreed between yourself and your first line manager. Individuals can contact their line manager direct to request a KIT day or line managers may contact individuals on maternity leave to inform them about key events they may like to attend using a KIT day.
- There is no minimum or maximum number of hours that should be worked - the days can be used to attend training, development days, team meetings or complete a few hours' work. KIT days cannot be worked at home. Individuals must attend their usual place of work or other venue for external functions, as determined by their line manager. KIT days can be taken as single days, consecutive days or as a block.
- Police Officers may be recalled at any time after the compulsory maternity leave period. This should only be for exceptional reasons such as court attendance or a disciplinary hearing. A recall to duty will not normally count as a KIT day and should be treated separately.
- Any work you do as a KIT day, even as little as half an hour for example, will be counted as a whole day for the purpose of reconciling your KIT days.

PAYMENT FOR KIT DAYS

Bedfordshire Police agrees for payment in relation to KIT days to be made in the following ways:

KIT DAYS WORKED DURING OMP/OAP PERIOD

Officers only:

- If an individual completes a KIT day during their Occupational Maternity Pay or Occupational Adoption Pay period, then the period of OMP is extended by a day (regardless of the number of hours actually worked).

Staff Only:

- If the staff member is receiving Occupational Maternity Pay or Occupational Adoption Pay and works a KIT day the period of Occupational maternity pay will be extended according to when the KIT is used i.e. in the first six weeks or during the remaining eighteen weeks, so effectively the staff maternity leave is temporarily suspended for that day. Additional pay will be paid depending in which period (the first six weeks or the remaining eighteen weeks) the day is worked.

KIT DAYS WORKED DURING SMP/SAP OR UNPAID PERIOD

Officers and Staff:

- If an individual completes a KIT day during their Statutory Maternity Pay or Statutory Adoption Pay Period there will be no extension of the SMP/SAP paid period. Individuals will receive payment for the actual hours worked on that KIT day, in addition to their Statutory Maternity or Statutory Adoption Pay for the week in which the KIT day (s) occur. Total payments should not exceed an individual's normal daily pay.
- There are a maximum ten KIT days that a woman can work. Once those days have been used up, the woman will lose a full week's SMP/SAP for any week in which she does any work.
- If an individual completes a KIT day during the unpaid part of their Maternity or Adoption Leave, they will only receive payment for the actual hours worked on that KIT day.

REQUESTING KIT DAYS AND PAYMENTS

Requests for payment in relation to KIT days should be made on the Notification of KIT Days Worked Form, authorised by the line manager for whom you have carried out the work and forwarded to HR Workforce Relations.

Payment requests can be made individually after each day worked, or as one claim upon your return to work, however any individual wishing to take a KIT day during their OMP should notify HR Workforce Relations using the form detailed within 3 days of the KIT day being worked.

Any Payments will be made through the payroll system.

Pre Maternity Leave

Date	Activity	Date	Form
	Enter your expected week of childbirth	_/_/_	
	Enter the date you should receive your MAT B1 - about week 20 of your pregnancy. (Send the original to HR Workforce Relations!)	_/_/_	
	Enter your 'qualifying week' should be 15 weeks before your EWC. You may also wish to consider when you will be taking annual leave.	_/_/_	
	What is the earliest date you may start your maternity leave? (11 weeks before the EWC for staff and 6 months before the EWC for Officers)	_/_/_	
	Enter the date 4 weeks before the EWC - if you are off work due to a maternity related illness after this date, maternity pay will automatically start	_/_/_	
	Enter the date you notified your Manager/HR of your pregnancy. You are encouraged to inform your line manager at the earliest opportunity in order that any risks can be managed.	_/_/_	
	Enter the date your risk assessment was carried out (to be reviewed every 4-6 weeks)	_/_/_	
	Enter the date of your Maternity Information Meeting with an HR representative	_/_/_	
	Enter the actual date you have elected to start your maternity leave	_/_/_	
	Discuss and agree arrangements for maintaining contact during maternity leave. Responsibility for maintaining reasonable contact lies with both the manager and the individual.	_/_/_	
	Inform HR Workforce Relations if you would like to receive copies of Forcwide News and/or details of any vacancies whilst on maternity leave	_/_/_	
	Inform HR Workforce Relations if you would like to have a further Maternity Information Meeting prior to commencing maternity leave	_/_/_	

During Maternity Leave

Date	Activity	Date	Form
//_	Enter the actual date of childbirth. Send in confirmation of the baby's birth as soon as possible. This can be done by phone initially Inform HR Workforce Relations if the baby arrives early.	_/_/_	
//_	Enter the date 2 weeks after childbirth - this is your compulsory maternity leave and you cannot work (or use KiT days) during these 2 weeks.	_/_/_	
//_	Make a note of when your paid maternity leave finishes	_/_/_	
//_	Enter the dates of any KiT days	_/_/_	
//_	Enter the date 4 months before your return date. This will be when you will need to submit any Flexible Working Request or Career Break Application	_/_/_	
//_	Enter the date 8 weeks prior to your planned return to work date - confirm when you will be returning from your maternity leave (also discuss with your line manager annual leave arrangements)	_/_/_	
//_	Enter the latest date you can possibly return from maternity leave	_/_/_	
//_	Enter the date you review your risk assessment with your line manager	_/_/_	
//_	Enter the date by which you must return your pension forms if you are interested in repaying this amount into your pension if applicable (30 days for staff; 6 months for officers).	_/_/_	

USEFUL CONTACT DETAILS WHILST ON MATERNITY LEAVE

Workforce Relations

Eileen – 01234 84(2202)

Chloe – 01234 84(2069)

Lorraine – 01234 84(2440)

Email: hr.workforcerelations@bedfordshire.pnn.police.uk

Payroll

Officers: 01234 84(2658)

Staff: 01234 84(2336)

Email: payroll@bedfordshire.pnn.police.uk

RMU

Email: rmumanagement@bedfordshire.pnn.police.uk

Pensions

Tel: 01234 84(2647) or 8 or 9

Email: pensions@bedfordshire.pnn.police.uk

Occupational Health

Tel: 01234 84(2408)

Workforce Health & Wellbeing Advisor

Tel: 01234 84(2456)

Employee Assistance Programme

Tel: 0800 032 8101; Text Relay: 18001-0800 032 8101

E-mail: assistance@workplaceoptions.com

Website: www.BCH.helpeap.com