



**SUSSEX
POLICE FEDERATION**

Serving Sussex Police Officers

**MATERNITY/PATERNITY and
ADOPTION LEAVE INFORMATION**

INTRODUCTION

We hope that you find the information enclosed answers the many questions that arise when taking Maternity/Paternity/Adoption Leave.

Should you wish to contact the Federation by email during your leave please use the following address:- admin@sussex.polfed.org

To enable the Federation to keep you informed and up-to-date with our services during this period, please ensure the details we hold are correct.

You may also wish to look at the various services available from the Federation, listed under the Member Services tab.

Federation, Group Life Accident Insurance and Flint House Subscriptions

1. Do you wish to continue subscriptions to the Federation and Group Insurance Scheme (GIS) throughout the whole of your maternity/paternity/adoption leave?

- Unless you have indicated otherwise, your Federation subscriptions and the Group Insurance scheme premiums will continue to be deducted throughout the 26 week full pay and 13 weeks lower rate SMP period.
- Subscriptions to the Federation will not be required once you start **unpaid** maternity/paternity/adoption leave although you remain a Federation member without subscription until such time as you return to the work place or leave the Police service.
- With regard to the **Group Insurance Scheme** and in order to ensure continuation of cover during unpaid Maternity Leave, payroll will continue to take deductions from any remaining salary you may be in receipt of during this period, unless you have advised them otherwise.
- **In the event that your salary does not cover the insurance subscription during unpaid maternity leave;** please contact Philip Williams Insurance on **01925 604421** who will take payment by debit/credit card on a monthly basis or for the remaining period of maternity/paternity/adoption leave. Once your premium payment has been made Philip Williams will confirm this with us.
- When you return to work please indicate on your Sussex Police return to work form that you wish your Federation and Group Insurance deductions to commence again. The pay office will check with us to see that you have paid your insurance premiums throughout your leave. We would advise that you check your first payslip following your return to work, to ensure that deductions have been set up again.

2. Implications of withdrawing from the Federation and GIS during your maternity/paternity/adoption leave. Your cover will cease for the following :-

- No legal assistance should a situation arise where you may be called upon to intervene as a warranted police officer and receive subsequent complaints.
- The Police Federation (PFEW) Road Traffic Accident Legal Assistance Scheme for injuries on and off duty.
- Personal injury on or off duty following an accident, and the ability to seek legal advice/support for clinical neglect
- The Group Insurance including Travel Insurance, mobile phone cover and car breakdown services.

3. Re-joining the schemes once you return to work

- You will be able to restart the schemes when you return to work although you should be aware that it is a prerequisite that you are a subscribing member to the Federation in order to join the Group Insurance scheme.



Group Insurance Scheme - Please [click here](#) to register/log-in to view the Group Insurance Scheme Summary of Cover for Serving Officers.

Flint House Donations

You can **continue donating** until you reach unpaid leave when the deduction will cease from your pay. You can maintain continuous cover by making a BACS payment direct to Flint House using the details as follows:-

| Bank | Account Name | Account no. | Sort Code |
|----------|------------------------------|-------------|--------------|
| Barclays | Police Rehabilitation Centre | 30016098 | 20 - 71 – 03 |

Don't forget to add your full NAME AND FORCE as a reference for Flint House Accounts

You can **cease donating** until you return to the workplace when you can then rejoin.

Reckonable Service, Pay and Leave - Maternity

The Equality Act 2010 provides that all women should receive the same benefits during additional maternity leave (AML) as they do during ordinary maternity leave (OML).

The Police Negotiating Board has agreed that a period of up to 52 weeks be reckonable for pay and leave purposes for all officers on maternity leave.

Any period of maternity leave when police officers are in receipt of either Occupational Maternity Pay or Statutory Maternity Pay will be reckonable for pension purposes. Officers are also entitled to reckon for service any period of unpaid maternity leave for which the relevant service is bought back on their return to work. (Please note that any unpaid leave within the first 26 weeks of Statutory Maternity Leave is automatically pensionable and does not need to be bought back.)

If an officer takes one or more periods of maternity leave, any return to duty (excluding KIT days) will not count towards the 52 week period reckonable for pay and leave purposes.

PNB Circular 10/13 (Advisory)

What are 'Keeping in Touch' (KIT) days?

1. KIT days enable an officer on maternity, paternity or adoption leave to do up to a **maximum of 10 days** work as long as both the officer and the force have agreed for this to happen and agreement has been reached on what work will be undertaken during this time.
2. Each KIT day and the work to be undertaken must be approved in advance by the line manager. The type of work may be normal day to day activity to assist the return to work process, undertaking a training activity or attending a team meeting for example. KIT days do not normally involve working from home such as checking emails. Work done on a KIT day should help make the return to work from leave easier for an officer.

Payment for KIT days

3. Payment for KIT days is at normal daily rate in accordance with Regulations and Determinations. If the officer is receiving Occupational Maternity Pay and works a KIT day the period of paid police maternity pay will be extended because police maternity leave can be taken in more than one period so effectively the police maternity leave is temporarily suspended for a day.
4. If the officer is still receiving Statutory Maternity Pay (SMP) or Statutory Adoption Pay (SAP) this will not impact on or interrupt any SMP/SAP payments being made but there

will be no extension of the SMP/SAP paid period. Officers will receive pay for the hours worked on a KIT day plus their SMP/SAP for the week in which the KIT day(s) occur. If the officer is on unpaid leave the KIT day is payable and officers will receive pay for the hours worked.

5. Any work undertaken on one tour of duty by police officers whilst on maternity, paternity or adoption leave will count as one KIT day, even where the hours worked total less than the full duration of the shift in question.
6. There are a maximum ten KIT days that an officer can work. Once those days have been used up, the officer will lose a full week's SMP/SAP for any week in which they do any work.
7. The pay for KIT days is pensionable.

When can KIT days be taken?

8. KIT days can be taken at any point during the maternity, paternity or adoption leave period. KIT days do not need to be consecutive.

Are KIT days compulsory?

9. It is entirely a matter for the officer and their Force how and when KIT days are used during maternity, paternity or adoption leave pay period. KIT days are not compulsory and therefore forces should only offer them as an option. Similarly, officers do not have an automatic right to work KIT days during the maternity, paternity or adoption leave period.

Recall to duty

10. Police officers may be recalled to duty at any time after the compulsory maternity, paternity or adoption leave period. This should only be for exceptional reasons such as court attendance or a disciplinary hearing. It should be noted that a recall to duty from maternity, paternity or adoption leave is different from a voluntary return to work on a KIT day. A recall to duty will not normally count as a KIT day, it should be treated separately.