



Response Date:17/10/2025

2025/1073 - Policies and allowances

In response to your recent request for information regarding;

Please provide details of your current policies and allowances relating to annual leave and flexi time. I am particularly interested in understanding how these apply across all roles and grades within your force, including both police officers and police staff.

Specifically, I would appreciate the following:

- 1. A copy of your annual leave policy, including entitlement breakdowns by role and grade.**
- 2. A copy of your flexi time policy, including eligibility criteria, accrual rules, and limits.**
- 3. Any guidance or documentation that outlines how these policies are implemented in practice.**
- 4. Any differences in entitlements or application of these policies between police officers and police staff.**

Please see attached our leave policy and flexi time scheme policy. The Flexi Time Scheme only applies to police staff, not officers.

THIS INFORMATION HAS BEEN PROVIDED IN RESPONSE TO A REQUEST
UNDER THE FREEDOM OF INFORMATION ACT 2000, AND IS CORRECT AS AT 16/10/2025

Pencadlys yr Heddlu,
Glan-y-Don, Bae Colwyn LL29 8AW
www.heddlugogleddcymru.police.uk

Police Headquarters,
Glan-y-Don, Colwyn Bay LL29 8AW
www.northwales.police.uk

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PART 2 SECTION 2 WORKING TIME
LOCAL AGREEMENT 2

FLEXI TIME SCHEME

Effective Date	10 th April 2007	Version 2	23 rd April 2008
Version 3	20 th July 2016	Version 4	6 th March 2017
Version 5	4 th October 2017	Version 6	14 th December 2021
Version 7	3 rd April 2024		
Ratified at SNCC	3 rd April 2024		

North Wales Police wish to embrace a more agile and flexible way of working. While it is understood that a move away from traditional core hours may not be appropriate for every role, Line Managers must be open-minded and remember the focus should be on what staff do, not where or when they do it.

1. This working arrangement applies to all Police Staff working within North Wales (excluding shift workers).
2. The following work pattern will apply:
 - The flexi band is between 06.00 hours and 22:00 hours (Everyone needs to clock in between these times)
 - A mid shift refreshment break – all staff must record their lunch break (minimum 30 minutes)

3. Flexi Rules and Conditions

Included within this agreement are the following conditions in order that a fair and transparent system is in place:-

- 3.1 Flexible hours are to be used only with the approval of the Line Managers who will have to make a decision balancing the operational needs and the individual's preferred work pattern.
- 3.2 Dependent upon the requirements of the role and with the approval of the Line Manager, staff may work their contracted hours from Monday – Sunday.
- 3.3 Staff should not undertake caring responsibilities while working. However, managers should be open to alternative work schedules and not just the traditional core hours, if the role allows. For example, where the business need allows, a staff member may be able to work from 9.00am to 3.00pm when the children are in school, and then complete their contracted hours in the evening when other carers are available.

- 3.4 With the approval of the Line Manager, staff can take four full days flexi leave over a period of four weeks, against accumulated flexible hours.
- 3.5 If the post holder requests to work an unsocial pattern to meet their contracted hours unsocial allowances are not applicable.
- 3.6 When it is essential for staff to be off site (travelling to and attending meetings, training events etc), post holders should ensure they input clockings via retrospective clocking.
- 3.7 Where individuals attend work related training which finishes before the end of the individuals normal working day, they should either return to work, or use flexi leave with the authorisation of their Line Manager.
- 3.8 It is Line Managers' responsibility to monitor the flexi of individuals and ensure working patterns adhere to the Working Time Regulations. Line Managers should manage this through their team access on the HR Self Service System and can request additional information on individuals from SSF HR Employment Services if this is not accessible.
- 3.9 It is Line Managers' responsibility to conduct Risk assessments where applicable in respect of Lone workers. Guidance can be located on the Health & Safety intranet page.

4. Credit and Deficit Rules

The below chart sets out the maximum limits for flexi credit and deficit. Whilst individuals may exceed these limits during the accounting period with the approval of their Line Manager, at the end of each 4 week accounting period any flexi credit which exceeds these limits will automatically disappear.

CONTRACTED HRS WORKED PER WEEK	MAX CARRY FORWARD- CREDIT	MAX CARRY FORWARD - DEFICIT
18.5 hrs – 20 hrs	12 hours	12 hours
21 hrs – 23 hrs	14:15 hours	14:15 hours
24 hrs – 26 hrs	15:45 hours	15:45 hours
27 hrs- 29 hrs	18 hours	18 hours
30 hrs – 32 hrs	19:30 hours	19:30 hours
33 hrs – 37 hrs	22:30 hours	22:30 hours

5. Leavers and Flexi Credit / Debit

If a staff member leaves the Force and they are in debit, the necessary deduction will be made from the final pay in the same way as annual leave. If a staff member is in credit a maximum of 22:30 hrs would be compensated, as approved by the Line Manager. Time off should be taken as opposed to payment - if payment is to be made this will equate to plain time only.

6. Standards

All individuals should abide by the Standards of Professional Behaviour and the Code of Ethics. Any abuse of the flexi scheme and Optimum by the administrators, managers or staff will be considered as a disciplinary offence, and could be viewed as gross misconduct.



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LEAVE POLICY

Governance:	Senior Leadership Team		
Document Type:	Policy		
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Department:	Human Resources		
Policy Writer:	HR Lead - Policies		
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POLICY

CHANGE HISTORY			
Version No	Author	Changes	Ratification
1.0	HR Lead - Policies	Split Duties and Leave for Police Officers into separate 'Leave Policy' and incorporated police staff Leave local agreement. Includes update to Dependants Leave, to follow Regulation 33 Annex T; sections on Carers Leave and the new Neonatal Care Leave; and amended annual leave entitlements for police officers from 01/04/25.	

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1. WHY IS THIS POLICY REQUIRED?

This policy will provide clear guidance for officers and staff on:

- Annual leave entitlements.
- Entitlements for other types of leave or time off such as maternity leave, paternity leave, dependants leave, etc.
- Procedure and rules to deal with adverse weather conditions.

2. WHO SHOULD USE THIS POLICY?

This policy should be used by all police officers and police staff. Police staff includes the Office of the Police and Crime Commissioner (OPCC) staff.

3. WHAT SHOULD I CONSIDER WHEN USING THIS POLICY?

This policy has been written based on [Police Regulations 2003](#) for officers, and the [Police Staff Council Handbook](#) and local terms and conditions agreed with UNISON.

4. ROLES AND RESPONSIBILITIES

LINE MANAGERS	• Are expected to maintain visibility of the entitlement balances of individuals in their teams and ensure that annual leave, TOIL, and flexi time are managed effectively and individuals supported to take time off. • Ensure that officers/staff do not have negative balances in either their TOIL, rest day balances or annual leave. • Ensure that sufficient cover is maintained before granting annual leave, TOIL, or flexi time.
INDIVIDUAL OFFICERS OR STAFF MEMBERS	• Responsibility to update HR Self Service to ensure the correct times are recorded for days worked. • Take personal responsibility for proactively managing and taking their time off to maintain a good work life balance.

	• Ensure that TOIL, rest day and annual leave balances are never negative. • Ensure that times worked are always up to date to enable Line Managers and Resource Management Unit to effectively plan duties and to enable Justice Services to schedule court attendance. • Individuals have a responsibility to check their own annual leave/TOIL/RDIL entitlements and balances are correct. Should there be an error in Force calculations which leads to individuals taking more than their actual entitlements North Wales Police reserve the right to recover the difference. Equally, if it transpires that an individual has received less than their correct entitlements then the Force will add this to the individual's allowances. In the case of North Wales Police recovering the difference the Force will agree an appropriate timeframe with the individual to recover the said amount.
SERVICE AREA LEADS	• May grant more than 5 days annual leave carry over or bring forward to the last month of a leave year no more than 5 days leave from the following leave year. • May extending compassionate paid leave for periods longer than five days. • May authorise other compassionate or special leave based on individual circumstances. • May grant leave to officers who are required to move home as a result of a transfer of workplace.

5. SUMMARY TABLE OF TYPES OF LEAVE

<i>Type of Leave</i>	<i>Summary</i>
6. Annual Leave	Different entitlements for officers and staff
7. Maternity Leave	Up to 15 months in an 18 month period, from 6 months before the expected date of birth until 12 months afterwards
8. Time Off for Antenatal Care	Paid leave as required for the expectant mother

9. Time off to attend Antenatal Appointments	To accompany an expectant mother to 2 antenatal appointments, up to 6 and a half hours per appointment
10. Adoption Leave	Up to 52 weeks
11. Surrogacy	One parent can be eligible for Adoption Leave and pay and the other can be eligible for Adoption Support Leave and pay
12. Maternity or Adoption Support Leave (Paternity Leave)	2 weeks leave
13. Neonatal Care Leave	Between 1 and 12 weeks
14. Shared Parental Leave	Share leave and statutory pay in the first year following the birth or adoption of a child
15. Unpaid Parental Leave	Up to 18 weeks' unpaid leave until the child's 18 th birthday
16. Time Off for IVF	Woman undergoing treatment - 3 days paid, 2 days unpaid per leave year Partner - 3 day paid, 2 days unpaid per leave year
17. Time Off to Attend Adoption Appointments prior to Placement	Paid time off - 5 occasions for a maximum of 6 and ½ hours on each occasion Unpaid time off - 2 occasions for a maximum 6 and ½ hours on each occasion
18. Time Off for Fosters Carers	1-2 days per annual leave year unpaid up to maximum of 3 occurrences
19. Dependants Leave	No set amount of time allowed to deal with the issue. In most cases one or two days (paid) will constitute reasonable time off.
20. Carers Leave	Up to one week paid leave in any 12 month rolling period
21. Parental Bereavement Leave	Two weeks' paid leave for parents or primary carers following the loss of a child
22. Compassionate Leave	5 days paid maximum. Service Lead's discretion to extend
23. Domestic Issues Leave	1 – 2 days paid leave
24. General Practitioners / Dental / Opticians Appointments	Arrange outside working hours or use annual leave/TOIL/flexi credit
25. Medical Screening / Specialist Hospital Treatments	Necessary time off shall be granted

26. Elective Surgery or Procedures	Annual leave, flexi time or other time off in lieu should be used
27. Gender Reassignment Leave	Paid time for medical screening and specialist hospital treatments
28. Disability Related Leave	reasonable paid time off for therapy, hospital appointments, rehabilitation, assessment or treatment
29. Occupational Health Unit (OHU) Appointments	If requested by the force, time off in work time will be granted
30. North West Benevolent Fund	Time off will be granted in work time (to include travel time) to attend for treatment
31. Voluntary Donation of Organs / Blood / Bone Marrow	Blood donations can be made in working time Time off for donation of organs/bone marrow will be considered on its own merits
32. Religious Leave	Every effort should be made to have annual leave on these days if requested
33. Armed Forces Reservists Leave	See Armed Forces Reservists Practice Guide
34. Study Leave	Duty time if essential for role
35. Jury Service	Reasonable duty time to attend
36. Special Unpaid Leave	Up to one month unpaid
37. Adverse Weather Conditions	See section in policy
38. Transfer Leave (Officers)	3 calendar days
39. Special Duty (Paid) (Officers)	Claim for such duty on the appropriate form
40. Time off for Public Duties (Staff)	5 days paid per annum
41. School Governor/Duties of Office (Staff)	Reasonable unpaid leave
42. Special Constabulary Duty (Staff)	Up to 8 hours per month

6. ANNUAL LEAVE

POLICE OFFICERS

With effect from 1st April 2025, the following will apply:

- (1) The annual leave entitlement for new officers will increase from 22 to 25 days.

- (2) The time it takes officers to reach the maximum annual leave entitlement of 30 days, will reduce from 20 to 10 years, with implementation phased in over three years.

Federated ranks, excluding Direct Entry Inspectors, appointed before 1st April 2025:

Length of Relevant Service	Annual Leave - full-time entitlements (expressed in 8-hour days)		
	With effect from 1 st April 2025 Days (Hours)	With effect from 1 st April 2026 Days (Hours)	With effect from 1 st April 2027 Days (Hours)
Less than 1 years' relevant service	25 (200)	25 (200)	25 (200)
1 or more years' relevant service	25 (200)	25 (200)	25 (200)
2 or more years' relevant service	25 (200)	25 (200)	25 (200)
3 or more years' relevant service	25 (200)	25 (200)	25 (200)
4 or more years' relevant service	25 (200)	25 (200)	25 (200)
5 or more years' relevant service	25 (200)	25 (200)	25 (200)
6 or more years' relevant service	26 (208)	26 (208)	26 (208)
7 or more years' relevant service	26 (208)	27 (216)	27 (216)
8 or more years' relevant service	26 (208)	28 (224)	28 (224)
9 or more years' relevant service	26 (208)	28 (224)	29 (232)
10 or more years' relevant service	28 (224)	28 (224)	30 (240)
11 or more years' relevant service	28 (224)	29 (232)	30 (240)
12 or more years' relevant service	28 (224)	29 (232)	30 (240)
13 or more years' relevant service	28 (224)	29 (232)	30 (240)
14 or more years' relevant service	28 (224)	29 (232)	30 (240)
15 or more years' relevant service	29 (232)	29 (232)	30 (240)
16 or more years' relevant service	29 (232)	30 (240)	30 (240)
17 or more years' relevant service	29 (232)	30 (240)	30 (240)
18 or more years' relevant service	29 (232)	30 (240)	30 (240)
19 or more years' relevant service	29 (232)	30 (240)	30 (240)
20 or more years' relevant service	30 (240)	30 (240)	30 (240)

Federated ranks, excluding Direct Entry Inspectors, appointed on or after 1st April 2025:

Length of Relevant Service	Annual Leave - full-time entitlements (expressed in 8-hour days)
	With effect from 1st April 2025 Days (Hours)
Less than 6 years' relevant service	25 (200)
6 or more years' relevant service	26 (208)
7 or more years' relevant service	27 (216)
8 or more years' relevant service	28 (224)
9 or more years' relevant service	29 (232)
10 or more years' relevant service	30 (240)

Direct Entry Inspectors appointed before 1st April 2025:

Length of Relevant Service	Annual Leave - full-time entitlements (expressed in 8-hour days)		
	With effect from 1 st April 2025 Days (Hours)	With effect from 1 st April 2026 Days (Hours)	With effect from 1 st April 2027 Days (Hours)
Less than 1 years' relevant service	25 (200)	25 (200)	25 (200)
1 or more years' relevant service	25 (200)	25 (200)	25 (200)
2 or more years' relevant service	26 (208)	26 (208)	26 (208)
3 or more years' relevant service	26 (208)	27 (216)	27 (216)
4 or more years' relevant service	26 (208)	28 (224)	28 (224)
5 or more years' relevant service	26 (208)	28 (224)	29
6 or more years' relevant service	28 (224)	28 (224)	30 (240)
7 or more years' relevant service	28 (224)	29 (232)	30 (240)
8 or more years' relevant service	28 (224)	29 (232)	30 (240)
9 or more years' relevant service	28 (224)	29 (232)	30 (240)
10 or more years' relevant service	28 (224)	29 (232)	30 (240)
11 or more years' relevant service	29 (232)	29 (232)	30 (240)
12 or more years' relevant service	29 (232)	30 (240)	30 (240)
13 or more years' relevant service	29 (232)	30 (240)	30 (240)
14 or more years' relevant service	29 (232)	30 (240)	30 (240)
15 or more years' relevant service	29 (232)	30 (240)	30 (240)
16 or more years' relevant service	30 (240)	30 (240)	30 (240)

Direct Entry Inspectors appointed on or after 1st April 2025:

Length of Relevant Service	Annual Leave - full-time entitlements (expressed in 8-hour days)
	With effect from 1st April 2025
	Days (Hours)
Less than 2 years' relevant service	25 (200)
2 or more years' relevant service	26 (208)
3 or more years' relevant service	27 (216)
4 or more years' relevant service	28 (224)
5 or more years' relevant service	29 (232)
6 or more years' relevant service	30 (240)

Superintendents rank and above:

	Annual Leave - full-time entitlements (expressed in 8-hour days)
	Days (Hours)
Superintendents	31 (248)
Chief Superintendents	31 (248)
Assistant Chief Constable	35 (280)
Deputy Chief Constable	35 (280)
Chief Constable	35 (280)

For additional information please refer to:

- Annex O, Regulation 33 within Police Regulations 2003
- Police Federation: Know Your Rights No. 2 – Annual Leave
- Police Federation Quick Reference Guide, Section 2.D

POLICE STAFF

The table below outlines the full-time annual entitlement for all Police Staff.

In addition to the below, staff also have a full-time entitlement to 8 public holidays per annum.

Period of Continuous Service	Annual Leave - full-time entitlements (expressed in 7:24-hour days) Days (Hours)
0 – 5 years continuous service	25 (185:00)
Over 5 years continuous service	29 (214:36) *
Over 15 years continuous service	30 (222:00) *
Over 20 years continuous service	31 (229:24) *
Over 30 years continuous service	32 (236:48) *

* To commence immediately on completion of relevant years service – pro rata to annual leave year.

Employees starting employment during the annual leave year are entitled to leave proportionate to the number of completed days' service during the year. Leave should be taken at times agreed between managers and post holders.

In the leave year in which an employee completes 5 years' service, if the anniversary is reached mid-month the increase in annual leave will be calculated on the basis of a complete month.

Where entitlements are expressed in days, these will be converted into hours and minutes for the purposes of pro rata calculations and entitlement adjustments/payments.

POLICE OFFICERS AND STAFF

The 'leave year' means the period of 12 months commencing 1st May and ending 30th April the following year.

As a general rule and subject to the exigencies of duty, annual leave shall be divided into the following periods:

Summer period: 1st May to 31st October
Winter period: 1st November to 30th April

Annual leave taken during the Summer Period should not exceed two thirds of the annual leave entitlement. If school October half term goes into November, leave requests for this week will be classed as summer leave.

School holiday periods are times of great demand to take annual leave. As a result, Service Leads/Heads of Department will normally restrict individuals to the below:

Police officers	Police staff
A maximum of 16 days (in whatever combination of annual leave and rest days)	A maximum of 14 days (in whatever combination of annual leave and rest days)

Supervisory officers are responsible for granting Annual Leave through the HR Self-Service system. This must be done following authority from the Service Lead and/or Resources Management Unit to ensure that sufficient cover is maintained.

Requests for annual leave should be made at least 28 days prior to its commencement.

Officers must ensure that their duties are always up to date so that Justice Services can provide accurate availability to the courts.

Staff who may be called to give evidence at court must ensure that Justice Services are aware of leave dates at the earliest opportunity.

Any application to amend annual leave rosters must be made to Service Leads/ Departmental Heads, unless delegated.

Individuals seconded out of the Force will be provided, prior to taking up their post, with details of how they will maintain their annual leave records. Those on mutual aid will still be required to maintain their records on HR Self Service for annual leave and sickness through their area/department.

Individuals have a responsibility to check their own annual leave/TOIL/RDIL entitlements and balances are correct. Should there be an error in Force calculations which leads to individuals taking more than their actual entitlements North Wales Police reserve the right to recover the difference. Equally, if it transpires that an individual has received less than their correct entitlements then the Force will add this to the individual's allowances. In the case of North Wales Police recovering the difference the Force will agree an appropriate timeframe with the individual to recover the said amount.

6.1 ANNUAL LEAVE WHEN CHANGING HOURS MID MONTH

Individuals who change their hours of work (either increasing or decreasing) part way through a leave year will have their annual leave entitlement for that year re-calculated.

6.2 CARRY OVER OF ANNUAL LEAVE

Officers and staff will be able to carry over up to 5 days into the following annual leave year if this has not been taken. Service Leads may also, in exceptional circumstances connected with the interests of organisational efficiency, grant more than 5 days carry over, or bring forward to the last month of a leave year no more than five days' leave from the following leave year.

Individuals working reduced hours may carry forward annual leave pro rata to their hours of employment.

If an individual is unable to take all of their annual leave in the leave year because they have been on family related leave, they should be allowed to carry it over into the appropriate leave year when they return to work.

Officers and staff who have been unable to take annual leave due to long term sickness may carry over up to 20 days annual leave (pro rata for individuals who work part-time) into the leave year immediately following the leave year in which they were due. There is no exception for extending the number of days in this instance unless the sick leave is due to an injury sustained whilst on duty. Annual leave carried over under this provision should be taken within 18 months of the end of the leave year in which it was accrued.

There is no entitlement to payment in respect of annual leave which has been carried forward from one annual leave year to the next if the individual leaves before taking the annual leave which has been carried forward.

Further details for police officers can be found in [PNB Circular 2014/23](#).

There is an obligation on employers under the Working Time Regulations (Regulation 13) to ensure as far as possible that all leave is taken in the leave year it is granted. A general principle of “use it or lose it” applies for the year, subject to Chief Officer discretion and any policy agreements related to sickness, maternity or other family related leave.

6.3 ANNUAL LEAVE WHEN LEAVING EMPLOYMENT

When an individual leaves the police service/employment during the annual leave year, the following calculation will be used to establish annual leave entitlement:

Police officers	Police staff
Annual leave entitlement divided by 12 months, multiplied by the actual number of completed months they have worked in the current annual leave year	Leave proportionate to the number of completed days' service during the current annual leave year

All leave should be taken before the end of employment. Where this is not possible because of medical retirement or disciplinary issues or other reasons outside the person's control, pro rata payment will be made in respect of untaken holiday entitlement relating to the current holiday year.

There is no entitlement to payment in respect of leave carried forward from one leave year to the next. Consequently, leave not taken which has been carried forward will be lost when an individual leaves employment.

For individuals who have been unable to take annual leave due to a long-term sickness absence (i.e. any consecutive period of absence lasting 28 calendar days or more) and who leave the force due to ill health, there is discretion to pay for all untaken annual leave. This

may include leave carried over from previous years in its entirety and is not restricted only to the current holiday year.

The above will only be actioned when an individual has not been able to take annual leave during their sickness period because of the medical condition that has led to the long-term sickness absence. As stated in the Attendance Management Policy, if an individual is on a period of sick leave and wishes to take a holiday or absence away from their normal place of residence whether pre-booked or otherwise, they must first seek prior permission from their line manager.

If an individual who is off long-term sick goes on holiday and does not seek organisational approval for annual leave, and does not deduct it from their leave entitlement, then requesting to be paid for it upon leaving employment will be considered under misconduct guidelines (i.e. fraudulently claiming for payment for something already taken).

Individuals will be paid at their full basic rate for all authorised absence on annual leave. Those who receive regular payments for working arrangements other than normal office hours will be entitled to such payments during such leave.

6.4 ANNUAL LEAVE AND MATERNITY LEAVE

POLICE OFFICERS	POLICE STAFF
Annual Leave entitlement will accrue during maternity leave for a period of up to 52 weeks. Officers can take annual leave before, during (i.e. if there is a break in between two periods of maternity leave) or after maternity leave. However, they should be aware that if they return to work on annual leave/full pay when they are in receipt of SMP, they will lose her	Maternity leave (including unpaid additional maternity leave up to a maximum of 15 months duration) should be regarded as service for the purpose of calculating an employee's entitlement to annual leave. Annual leave and Bank Holidays are accrued throughout the individual's paid and unpaid maternity leave provided they return to work.

entitlement to SMP thereafter when they return to maternity leave. Annual leave during maternity leave will not extend an officer's maternity period. Police officers can carry up to five days annual leave from one year to the next, or more in exceptional circumstances, subject to the Chief Officer's discretion. However, if an officer is unable to take all of their annual leave in the leave year because they are on maternity leave they should be allowed to carry it over into the appropriate leave year when they return to work.	In instances when a police staff member's maternity leave bridges two leave years and they have been unable to take all of their annual leave in the leave year due to being on maternity leave, then they are entitled to carry it over to the appropriate leave year when they return to work. Carried over annual leave should be taken at the end of the maternity leave period, prior to the member of staff returning to work. There is no entitlement to payment in respect of annual leave carried forward and not taken when an employee leaves employment. If a public holiday falls during the contractual period of statutory maternity leave, then a member of staff who would normally be rostered to work on a particular public holiday will be entitled to a re rostered rest day. An untaken re-rostered rest day will not be remunerated.
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Where an individual intends to return to work on reduced hours, annual leave accrued during maternity leave should be based on their hours before maternity leave commenced.

6.5 SICKNESS WHILST ON ANNUAL LEAVE

For guidance on what to do if an individual reports sick either before or during a period of annual leave please see the [Attendance Management Policy](#).

7. MATERNITY LEAVE (OFFICERS AND STAFF)

Both officers and staff can take a period of maternity leave of up to 15 months in an 18 month period, from 6 months before the expected date of birth until 12 months afterwards. It must end 15 months after it started, or 12 months after the expected date of birth (whichever is the sooner). It can be taken in one or more periods.

POLICE OFFICERS	POLICE STAFF
Further details of maternity leave and pay can be found in the Maternity Guide for Police Officers and in Annex R of Regulation 24&33 , Police Regulations 2003.	Further Details of maternity leave and pay can be found in the Maternity Guide for Police Staff .

8. TIME OFF FOR ANTENATAL CARE (OFFICERS AND STAFF)

All pregnant officers and staff members are entitled to paid time off to attend antenatal care appointments made on the advice of a registered medical practitioner, midwife, or health visitor. Antenatal care may include relaxation classes upon medical advice and parent craft classes. Individuals must be prepared to show their appointment card if necessary and line managers will be required to maintain adequate records.

9. TIME OFF TO ATTEND ANTENATAL APPOINTMENTS (OFFICERS AND STAFF)

Officers and staff members can take unpaid leave to accompany an expectant mother to 2 antenatal appointments if they are:

- the baby's father,
- the expectant mother's spouse or civil partner,
- in a long-term relationship with the expectant mother, or
- the intended parent (if you're having a baby through a surrogacy arrangement)

Individuals can take up to 6 and a half hours per appointment.

10. ADOPTION LEAVE (OFFICERS AND STAFF)

Both officers and staff can take a period of adoption leave of up to 52 weeks.

Adoption leave is applicable to only one partner, not both. The remaining partner may be eligible for Adoption Support Leave.

	POLICE OFFICER	POLICE STAFF
PAY	An officer who is a child's adoptive parent is entitled to one week's adoption leave on full pay, at or around the time of the adoption, irrespective of their length of service. Officers with 26 weeks service but less than one year continuous service at the time of notification of being matched with a child: - A further 38 weeks adoption leave paid at Statutory Adoption Pay (SAP) rate. Officers who have served continuously for at least one year at the end of the week in which they are matched with a child for adoption: - 26 weeks at full pay, followed by - 13 weeks at SAP, then - 13 weeks unpaid	Staff members who have completed one year's continuous service, ending with the week in which they are notified of having been matched with a child: - 26 weeks at full pay, followed by - 13 weeks at SAP, then - 13 weeks unpaid Staff members may elect to extend their final five weeks' at full pay to 10 weeks at half rate.

	Officers may elect to extend their final five weeks' at full pay to 10 weeks at half rate. Further details can be found in Regulation 33 and Annex S of Police Regulations 2003.	
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The adoption pay to which an officer or staff member is entitled will be reduced, in respect of any week in which they receive SAP, by an amount equal to the SAP that they receive for that week. Where an individual elects to extend their final five weeks of adoption pay to 10 weeks at half pay, the pay to which they are entitled will be reduced by half of the amount of SAP that they receive for that week.

Payments made by the force during adoption leave shall be made on the understanding that the individual will return to work for a period of at least one month. This period may be varied by the force on good cause being shown. In the event of the individual not returning to work for the one month period, they shall refund the monies paid, or such part thereof, if any, as the force may decide. Payments made to the individual by way of SAP are not refundable.

Leave taken as adoption leave will be reckonable for incremental pay, annual leave purposes and count as continuous service. An employee is entitled to buy back, for pension purposes, reckonable service in respect of any period of adoption leave.

11. SURROGACY (OFFICERS AND STAFF)

Where a child is born to a surrogate mother, the intended parents can become the child's legal parents by applying for a parental order. One of the intended parents must be genetically related to the child and the child must live with the intended parents.

Where a couple have a parental order in relation to a child, one of the parents can be eligible for Adoption Leave and pay and the other can be eligible for Adoption Support Leave and pay. The couple must elect which one of them will take adoption leave.

An individual who takes adoption leave in these circumstances can curtail their adoption leave and take Shared Parental Leave with the other parent, provided that both parents meet the relevant eligibility requirements.

12. MATERNITY AND ADOPTION SUPPORT LEAVE (also referred to as PATERNITY LEAVE) (OFFICERS AND STAFF)

Maternity Support Leave or Adoption Support Leave is up to two weeks' leave that can be taken at or around the time of birth or adoption to care for the child and/or support the child's mother or the main adopter in caring for the child.

To receive Maternity Support Leave the individual should be the child's father, the partner of the expectant mother or the nominated carer of the expectant mother. A nominated carer is the person nominated by the mother to assist in the care of the child and to provide support to the mother at or around the time of the birth. For Adoption Support Leave the individual should be the second parent in a couple adopting a child.

	POLICE OFFICER	POLICE STAFF
LEAVE	Two weeks' leave at or around the time of the birth or adoption. There are no service requirements for leave. The two weeks do not have to be taken together. Each period of a week can be taken separately.	26 weeks service at the 15 th week before the date of birth or adoption in order to qualify for leave. Leave may be taken as a single period of either one or two weeks, or two non-consecutive periods of one week each, within 52 weeks of the date of birth or adoption.

PAY	Normal rate of pay for the first week of leave. If you have 26 weeks' continuous service at the end of the 15th week before the expected week of confinement, or the week in which the main adopter is matched with a child for adoption, you are entitled to be paid for the second week at the Statutory Paternity Pay (SPP) rate only. Further details can be found in Regulation 33 and Annex S of Police Regulations 2003.	26 weeks service at the 15th week before the date of birth or adoption in order to qualify for pay. 5 days leave at normal rate of pay and 5 days leave paid at SPP only.
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Leave entitlement for part time/job share post holders will be pro rata.

All leave taken as Maternity or Adoption Support Leave is pensionable, reckonable for incremental pay and leave purposes and for inclusion in any period of probationary service.

The granting of Maternity or Adoption Support Leave is subject to the exigencies of duty.

Police officers can be recalled to duty at any time but this should only be for exceptional reasons such as court attendance or a disciplinary hearing. Attendance at court as a police witness is treated as duty time and officers will receive the daily rate of pay for each day on duty but lose Statutory Paternity Pay for that week. In such circumstances, the leave period should be extended or reallocated accordingly.

Notice of intention to take Maternity Support Leave:

- By the end of the 15th week before the expected week of childbirth (EWC) the individual should inform the Force of the EWC (or if this is not reasonably practicable, as soon as is reasonably practicable).

- Notice should be provided at least 28 days before the date the individual wants their leave to start and should include how much leave they want to take.

Notice of intention to take Adoption Support Leave:

- By no more than 7 days after the date on which the adopter is notified by an approved adoption agency the individual should inform the force that they have been matched with a child for adoption (or if it is not reasonably practicable to give notice within that seven-day period, as soon as is reasonably practicable).
- At the same time, the individual should give the force notice of each period of leave that they are intending to take.

An individual may cancel a period of leave or change their mind about the date on which they intend to start a period of leave, as long as they inform the force of the cancellation or revised start date at least 28 days before the earlier of the original or revised date (or as soon as is reasonably practicable, if not in a position to do so within the prescribed period, e.g. if the child is born prematurely).

Only one period of leave is available where more than one child is born as a result of the same pregnancy, e.g. twins, or if more than one child is placed for adoption under the same arrangement.

13. NEONATAL CARE LEAVE (OFFICERS AND STAFF)

Neonatal care leave is designed to assist new parents of babies who are admitted into neonatal care.

What is neonatal care?

- Medical care that your child receives in a hospital; or
- Medical care that your child receives in any other place providing:

- your child was previously admitted to a hospital as an inpatient and needs continuing care after leaving the hospital,
 - the care is under the direction of a consultant, and
 - the care involves ongoing monitoring and visits from healthcare professionals arranged by the hospital where your child was an inpatient; or
- Palliative or end-of-life care.

Individuals who have accrued entitlement to neonatal care leave can still take the neonatal care leave that they have accrued if their child passes away. Parental bereavement leave may also be taken.

Eligibility to take the leave:

- Child must have been born on or after 6th April 2025.
- Can be taken from the first day of employment. There is no qualifying length of service to take neonatal care leave (Please note, the entitlement to neonatal care pay has qualifying service).
- In cases specifically related to adoption, your entitlement begins either after the child has been placed for adoption (for adoptions within the UK) or after the child has entered the UK (for adoptions from overseas).
- You must be either:
 - The child's parent, intended parent, or partner of child's mother at date of birth; or
 - The child's adopter, prospective adopter (in a "foster to adopt" arrangement), or partner of either at date of placement.

'Partner' includes someone who lives with the mother or the child in an enduring family relationship but who is not their child, parent, grandchild, grandparent, sibling, aunt, uncle, niece or nephew.

- The neonatal care must have started within 28 days after the date on which the child was born (the 28 days are counted from the day *after* the child is born).
- The neonatal care must last 7 days or longer without interruption (the 7 days are counted from the day *after* the neonatal care started).
- The leave must be taken to care for the child.

If you are having a child through a surrogacy arrangement, you are entitled to neonatal care leave if at the date of the child's birth:

- You have applied or intend to apply for a parental order within a period of six months,
- You expect the parental order to be granted, and
- You have or expect to have responsibility for the upbringing of the child.

Amount of neonatal care leave you can take:

- You can take one week for every week your child has spent in neonatal care without interruption. A week is defined as a period of 7 days starting from the day after the neonatal care began.
- The minimum period of neonatal care leave is one week while the maximum period of neonatal care leave is 12 weeks.
- Any neonatal care leave must be taken in blocks of at least one week.
- You can take only up to 12 weeks' neonatal care leave, even if multiple children from the same pregnancy require neonatal care.
- Leave can be taken only after child has received 7 days of uninterrupted care - counted from the day *after* neonatal care started.
- Any neonatal care leave must end within 68 weeks of your child's date of birth.

You can start your leave on any day after your child has received 7 days of uninterrupted neonatal care. The 7 days are counted from the day after the neonatal care started. For example, if your child's started receiving neonatal care on 7th April, the seven-day count begins on 8th April. This means that you can start your neonatal care leave on any day from 15th April.

How neonatal care leave may be taken:

Neonatal care leave is available to take in two tiers.

- The "Tier 1 period" begins when your child starts receiving neonatal care and ends on the seventh day after your child stops receiving neonatal care.

If you take neonatal care leave in the Tier 1 period, you can take it in one continuous block or a number of non-continuous blocks of a minimum of one week at a time.

- The "Tier 2 period" is any remaining period (within 68 weeks after your child's date of birth) that is not part of the Tier 1 period.

If you take neonatal care leave during the Tier 2 period, you must take the leave in one continuous block.

Notice requirements:

- Notice during the Tier 1 period

For each week of neonatal care leave that you wish to take in Tier 1, you should notify your line manager, preferably before your first day of absence in that week. However, it is appreciated that this is likely to be a challenging time, so please give notice as soon as is reasonably practicable for you to do so. The form to complete and return is attached [here](#) (*link to be added*). There is no expectation on you to complete this form straightaway while your child is receiving neonatal care. However, we do request that the form is sent to us within 28 days of the first day of your neonatal care leave, or if this is not possible, as soon as it is reasonably practicable.

- Notice during the Tier 2 period

If you wish to take neonatal care leave in the Tier 2 period, you will need to give notice in writing of your intention and entitlement to take neonatal care leave using the form attached [here](#) (*link to be added*).

If you are taking a single week of neonatal care leave, your notice should be provided at least 15 days before the first date that you have chosen for your leave to start, or if this is not possible, as soon as it is reasonably practicable. If you are taking two or more consecutive weeks of neonatal care leave, your notice should be provided at least 28 days before the first date that you have chosen for your leave to start, or if this is not possible, as soon as it is reasonably practicable.

If you have submitted a notice of intention and entitlement to take neonatal care leave during the tier 2 period but wish to cancel your leave, you must inform your line manager

using the form attached [here](#) (*link to be added*). If you intended to take a single week of neonatal care leave, you must submit this form at least 15 days before the first date that you had chosen for your leave to start. If you intended to take two or more consecutive weeks, you must submit this form at least 28 days before the first date that you had chosen for your leave to start.

We understand that having a child in neonatal care is an incredibly difficult time for parents. Please be assured that if it is not possible for you to meet the timeframes for giving or withdrawing notice as set out in this policy, we will accept later notice than this and, in some cases, we may waive the requirement for you to give notice altogether.

Can I take neonatal care leave as well as other types of statutory leave?

You can take neonatal care leave in addition to any other statutory leave that you may be entitled to, including maternity, adoption, paternity, unpaid parental, parental bereavement and shared parental leave,

Mothers will normally already be on maternity leave when their entitlement to neonatal care leave kicks in, while fathers/partners may also already be on paternity leave. Neonatal care leave is in addition to maternity and paternity leave entitlements.

The 68-week cut-off date enables mothers to stay on maternity leave and add neonatal care leave onto the end of their maternity leave. Similarly, the 68-week cut-off date gives fathers/partners the leeway to take neonatal care leave after they have finished their two weeks' paternity leave.

If you have already started a period of statutory leave, but subsequently become eligible for neonatal care leave, you can take your neonatal care leave after completing the other statutory leave, provided that your neonatal care leave is taken within 68 weeks of your child's birth date (e.g. neonatal care leave can be taken at end of a period of maternity leave).

If you have already started a period of neonatal care leave during the Tier 1 period but need to begin another type of statutory leave, your neonatal care leave will be temporarily paused immediately before the other statutory leave begins. You can then resume the remaining weeks of your neonatal care leave in one of two ways:

- If you are still within the Tier 1 period - immediately after the end of the other period of statutory leave, or
- If you have transitioned into the Tier 2 period - immediately after any other neonatal care leave taken during the tier 2 period.

You cannot take neonatal care leave in the Tier 2 period if, at the time of giving notice, you are aware that the leave will overlap with another type of statutory leave.

Neonatal care pay

Statutory neonatal care pay (SNCP) is payable during your neonatal care leave period, provided you meet the qualifying criteria:

- You are entitled to take neonatal care leave,
- You have at least 26 weeks' continuous employment at the end of the relevant week,
- You remain in continuous employment from the end of the relevant week (or from the child's birth if they were born before the relevant week),
- Your average weekly earnings are not less than the lower earnings limit for national insurance contributions,
- You have complied with the relevant notice and evidential requirements and are able to provide the declarations as set out in this policy, and
- You have confirmed when you wish to start receiving statutory neonatal care pay within your notification form.

The 'relevant week' is defined as:

- If employee is entitled to SMP or SPP (birth), relevant week is 15th week before expected week of childbirth.
- If employee is entitled to SAP or SPP (adoption) adoption, relevant week is week in which they are notified of being matched with child for adoption.

- Otherwise, relevant week is the week immediately before week in which the neonatal care begins.

The rate of statutory neonatal care pay is set by the Government for the relevant tax year, or at 90% of your average weekly earnings (whichever is lower).

Specific examples to illustrate when neonatal leave care can be taken

- *Baby is born before 6th April 2025 and requires neonatal care:*
There is no entitlement to neonatal care leave (and pay). The baby must be born on or after 6th April.
- *Mother's entitlement on early birth:*
Early birth automatically triggers maternity leave, which starts on day after baby's date of birth. Neonatal care leave can be taken after maternity leave.
- *Father's/partner's entitlement on early birth:*
During Tier 1 period, it is possible for paternity leave to interrupt neonatal care leave, in which case remaining period of neonatal care leave must be taken immediately after paternity leave (if still in Tier 1 period), or consecutively with any neonatal care leave in Tier 2 (if Tier 1 period has ended).
- *Baby develops complications and is admitted for the first time to neonatal care more than 28 days after birth:*
There is no entitlement to neonatal care leave (and pay). The baby must start receiving neonatal care within 28 days of date of birth.
- *Baby sadly dies:*
The officer/staff member is still entitled to any accrued neonatal care leave. The requirement for the individual to be taking time off to care for the child should be disapplied.
- *Multiple births:*
If the officer/staff member has more than one child in neonatal care, they only accrue one entitlement to neonatal care leave. E.g. if they had twins both in neonatal care, there is no double entitlement.
- *Employee wishes to curtail maternity leave to take neonatal care leave:*

For financial reasons, it is possible that the mother could ask to switch to receive neonatal care pay at the end of their maternity pay period.

14. SHARED PARENTAL LEAVE (OFFICERS AND STAFF)

If the mother decides to curtail her Maternity Leave, or an adopter decides to curtail their Adoption Leave, any remaining leave can be converted into Shared Parental Leave (SPL) and shared between both parents if eligibility criteria are met.

This shared leave can be taken by each parent separately or at the same time.

SPL lets parents share leave and statutory pay in the first year following the birth or adoption of a child. Parents can choose how they allocate shared parental leave between them and whether they wish to take the leave separately or at the same time. To qualify an individual must share responsibility for a child with one of the following:

- Their husband, wife, civil partner or joint adopter
- The child's other parent
- Their partner (if they live with the member and the child)

The amount paid during the leave depends on the entitlements from each parent's employer.

For further details please see the [Human Resources intranet page](#).

15. UNPAID PARENTAL LEAVE (OFFICERS AND STAFF)

Parents have the right to unpaid time off work when they need to look after their children, for example to:

- Provide care when usual childcare arrangements are disrupted and the time off can be planned in advance.
- Spend more time with them.
- Look after them during school holidays.

- Care for them when they're off school sick.
- Settle them into new childcare arrangements.
- Visit grandparents or other relatives with them.

To qualify for parental leave, the officer or staff member must:

- Have completed at least one year's continuous service, and
- Be the parent of a child who is under 18 years of age, or
- Have adopted a child under the age of 18, or
- Have acquired formal parental responsibility for a child under the age of 18,

Parents of a child up to age 18 are entitled to take up to 18 weeks' unpaid parental leave until the child's 18th birthday. Parental leave is available to both parents in respect of each qualifying child.

POLICE OFFICERS	POLICE STAFF
There is no limit on the amount of leave that can be taken in a year. Can be taken in days rather than weeks.	Can take up to a maximum of four weeks' leave in any 12 month period, in respect of any individual child. For these purposes, a year is the period of 12 months beginning when the individual first becomes entitled to parental leave in respect of the child in question, with each successive period of 12 months beginning on the anniversary of that date. Leave should be taken in minimum periods of one week except in the case of a child in receipt of a disability living allowance or personal independence payment, in which case no minimum period applies and the leave can be taken in days.

Individuals must give 21 days' notice before their intended start date.

If leave is taken for 4 weeks or less the individual should return to the same job. If the period taken is for more than 4 weeks, the return may be to another similar and appropriate position.

Contractual rights and obligations continue through the period of parental leave (except remuneration), and individuals are protected against detriment or dismissal.

Leave taken as parental leave will be reckonable for incremental pay, annual leave purposes and count as continuous service. An employee is entitled to buy back, for pension purposes, reckonable service in respect of any period of parental leave.

16. TIME OFF FOR IVF (OFFICERS AND STAFF)

Woman undergoing IVF treatment: A period of 3 days' paid leave per annual leave year. This may be followed by 2 days unpaid leave per annual leave year. It is assumed that any additional time needed, will be taken as unpaid leave, annual leave entitlement, TOIL, flexi or through a change of shift.

The partner of a woman undergoing IVF treatment: 3 days' paid leave and 2 days unpaid leave per annual leave year is given in order to attend necessary appointments and offer support to their partner going through the process. Any additional time should be taken as unpaid leave, annual leave entitlement, TOIL, flexi or through a change of shift.

Due to the nature of the process, it is realised that prior notice is not always possible to give. Management should therefore accommodate the request for leave whenever possible. Individuals must be prepared to show their appointment card if necessary and line managers will be required to maintain adequate records.

17. TIME OFF TO ATTEND ADOPTION APPOINTMENTS PRIOR TO PLACEMENT (OFFICERS AND STAFF)

Officers or staff members who are adopting alone or jointly are entitled to time off to attend adoption appointments prior to the date on which the adoption placement commences.

An individual who has been notified by an adoption agency that a child is to be, or is expected to be, placed for adoption with the **employee alone** has the right to **paid** time off during working hours to attend an appointment arranged by the adoption agency in relation to the proposed adoption.

An individual who has been notified that a child is to be, or is expected to be, placed jointly for adoption with the **officer/staff member and another person**, can elect to take **either paid time off or unpaid time off** during working hours. The purpose of the time off must be to attend an appointment arranged by the adoption agency in relation to the proposed adoption. Where two officers or staff members are jointly adopting a child and are entitled to time off under these provisions, only one of them can elect to take paid time off, but the other individual can elect to take unpaid time off. The same rule applies where an officer/staff member and an agency worker are jointly adopting a child.

- The right to **paid** time off to attend an adoption appointment is limited to five occasions for a maximum of six-and-a-half hours on each occasion.
- The right to **unpaid** time off to attend an adoption appointment is limited to two occasions for a maximum of six-and-a-half hours on each occasion.

The right to time off applies only where the appointment has been arranged by, or at the request of, the adoption agency that notified the individual of the placement. The purpose of the appointment must be to allow the individual to have contact with the child or for any other purpose connected with the adoption. Further, the appointment must take place prior to the date of placement of the child with the individual.

If more than one child is to be, or is expected to be, placed with an individual as part of the same arrangement, the provisions relating to time off and pay are modified so that the arrangement is treated as one adoption in relation to time off and pay. The effect of these modifications is as follows:

- An adoption appointment may relate to one or more of the children to be placed;
- The individual is not entitled to take time off on more than five occasions (paid time off) or two occasions (unpaid time off) in respect of the arrangement;
- Time off to attend an adoption appointment must be taken before the date of placement of the first child under the arrangement; and
- An election by the individual to take time off (paid or unpaid) must relate to all the adoptions in the arrangement.

An individual is not entitled to take Adoption Support Leave if they have exercised the right to paid time off to attend an adoption appointment under this provision in respect of the same child, since that type of leave is available to secondary adopters only.

18. TIME OFF FOR FOSTER CARERS (OFFICERS AND STAFF)

Officers or staff members who are undertaking the care of a child/children under a foster care arrangement with a local authority may need to take time off work when placed with a child/children to help the child/children to settle into the new environment. Subject to exigencies of duty, a period of 1-2 days duration unpaid leave will be granted for this purpose, up to a maximum of 3 occurrences per annual leave year. This will be pro rata for post holders working reduced hours.

Time off to attend training, meetings, or appointments in relation to becoming a foster carer should be taken as annual leave, TOIL, flexi, change of shifts or unpaid leave.

19. DEPENDANTS LEAVE (OFFICERS AND STAFF)

The provision for time off for dependants is covered by the Employment Relations Act 1999. However, the Force will apply the same provisions outlined in Police Regulations Annex T, Determination for Regulation 33 to both police officers and police staff.

Such leave is intended to deal with short-term difficulties or to make arrangements to deal with long-term difficulties. There is no requirement that Dependants Leave is only available once all other leave has been exhausted.

Situations that are covered by Dependants Leave:

Responding to something that has happened:

- to provide assistance on an occasion when a dependant falls ill, gives birth or is injured or assaulted.
- to make arrangements for the provision of care for a dependant who is ill or injured.

Death:

- in consequence of the death of a dependant.

Disruption/unexpected events:

- because of the unexpected disruption or termination of arrangements for the care of a dependant.
- to deal with an incident which involves an individual's child and which occurs unexpectedly in a period during which an educational establishment which the child attends is responsible for them.

Reference to illness or injury includes mental illness or injury.

'Dependants' are defined as:

- a spouse, civil partner, or partner living together
- a child
- a parent
- a person who lives in the same household as the individual, otherwise than by reason of being their employee, tenant, lodger or boarder
- any person who reasonably relies on the individual to make arrangements for the provision of care

There is no set amount of time allowed to deal with the issue. In most cases one or two days will constitute reasonable time off. The final decision about what is 'reasonable' will be at the discretion of the line manager.

There is also no set limit on the number of occasions per year that Dependants Leave can be taken, as long as the leave is necessary and the conditions above are met.

Leave taken as time off for dependants will be paid.

Dependants Leave is designed to give individuals the time and space to set up care arrangements or to deal with an expected event involving a dependant. It is not designed for:

- Personal difficulties such as a domestic appliance breakdown or pet-related issues.
- Regular visits to doctors or hospital.
- Significant caring responsibilities for a parent, child or other dependant. The time needed for this should be managed through part-time working, flexible working, change of role or hours, or Carers Leave.

Individuals should advise their Line Manager as to the reasons for the Dependants Leave request and how long they expect to be off.

20. CARERS LEAVE (OFFICERS AND STAFF)

Regardless of length of service, individuals can take Carer's Leave to provide or arrange care for a dependant if they have a long-term care need.

In the context of statutory Carer's Leave, a dependant means:

- your spouse, civil partner, child or parent,
- any person who lives in the same household as you (other than as a lodger, tenant, boarder or employee), or

- any other person who would reasonably rely on you to provide or arrange care.

A dependant has a long-term care need if they:

- have an illness or injury (whether physical or mental) that requires, or is likely to require, care for more than three months,
- have a condition that amounts to a disability under the Equality Act 2010, or
- require care for a reason connected to their old age.

This statutory right to Carer's Leave applies to a wide range of caring situations, but excludes general childcare, except where your child meets the definition of a dependant with a long-term care need.

The leave could be taken for any reason associated with the person's condition who you are caring for. This may include (not an exhaustive list):

- Providing personal support
- Helping with official or financial matters
- Accompanying someone to medical and other appointments if they occur during normal working hours
- Appointments related to the education of a child that are necessary as a result of their condition
- Providing care or making arrangement for the provision of care for a dependant who requires long-term care

Amount of Carer's Leave you can take

The amount of Carer's Leave that you can take is up to one week in any 12 month rolling period. This leave will be paid.

A week of Carer's Leave is the same duration as your normal working week, meaning that a full-time police officer is entitled to 40 hours leave and a full-time police staff member 37

hours in any 12 month rolling period. Part-time officers and staff will be entitled to a pro-rated amount of Carer's Leave in any 12 month rolling period.

Leave can be taken in hours (minimum of 30 minutes), either across the year or up to a block of one week.

If you are caring for more than one dependant, you do not have a separate entitlement to Carer's Leave for each dependant.

Notice to take Carer's Leave

You are requested to provide as much notice as possible when requesting Carer's Leave so that the force can plan for your absence. In any event, you should give notice in advance that is either twice the number of working days that you wish to take as Carer's Leave, or three days, whichever is earlier.

All Carer's Leave must be approved in advance by your line manager.

Postponing your Carer's Leave

While every effort will be made to meet your request, your line manager may postpone a period of Carer's Leave if it is considered that your absence will disrupt the operation of the Force.

If a decision is taken to postpone your leave, your line manager will consult with you to find an alternative leave period within one month of the Carer's Leave period original requested.

Your line manager should write to you within seven days of receiving your notice, clarifying the reason for the postponement and the revised dates on which the Carer's Leave can be taken.

21. PARENTAL BEREAVEMENT LEAVE (OFFICERS AND STAFF)

Officers and staff members are entitled to two weeks' leave following the death of a child under the age of 18, or a stillbirth after at least 24 weeks of pregnancy. In the case of stillbirth, the date of death is taken to be the date the child is stillborn.

These provisions apply to any individual, regardless of length of service, who is a 'bereaved parent'. For these purposes, a bereaved parent is any of the following to the child at the date of death:

- a) A parent,
- b) A natural parent of a child who has been adopted, but there is a court order providing for contact with the child,
- c) A person with whom a child has been placed for adoption, for so long as that placement has not been disrupted,
- d) A prospective adopter who is living with the child following the child's entry into the UK from overseas for adoption purposes, and has received official notification of their eligibility to adopt,
- e) An intended parent under a surrogacy arrangement,
- f) A parent in fact,
- g) The partner of any of the above.

An individual is entitled to take a period of leave, known as 'parental bereavement leave', which may be taken either as one week, two consecutive weeks or two separate weeks at different times. A 'week' is any period of seven calendar days and the leave must be taken as whole weeks. Both weeks will be on full pay.

Parental bereavement leave can be taken at any time in the period of 56 weeks beginning with the date of death.

Where more than one child has died or been stillborn, the individual is entitled to a separate period of leave in relation to each child

There is no qualifying period of service to be eligible for this leave.

When giving notice the individual should specify:

- a) The date of the child's death,
- b) The date on which they choose that any period of leave to start, and
- c) Whether they intend that period of absence to be for one or two weeks.

For parental bereavement leave starting within the first 56 days or 8 weeks of the period starting with the date of death, the individual must give notification no later than the time they are due to start work on the day that they start parental bereavement leave. However, if this is not reasonably practicable they must give notification as soon as reasonably practicable afterwards. If an individual is already at work during this period and they give notification of their intention to begin their leave on the same day, the period of parental bereavement leave begins on the next day.

For parental bereavement leave starting after this period (weeks 9 to 56 after a child's death) the individual should give at least one week's notice of their intention to take parental bereavement leave wherever possible, or as soon as reasonably practicable otherwise.

Individuals can change or cancel their weeks of parental bereavement leave within the same periods of notice as set out above. However, a week of parental bereavement leave cannot be cancelled if it has already commenced. A period of parental bereavement leave commences on the date specified in the notice, unless cancelled, or the exception referred to above applies.

22. COMPASSIONATE LEAVE (OFFICERS AND STAFF)

Compassionate Leave can be granted for bereavement of close relatives, attendance at funerals of close relatives or for life threatening illnesses of close relatives.

A 'Close Relation' of the officer shall include:-

- Spouse, civil partner, or recognised partner
- Parent or children
- Brother or sister
- Grandparents and grandchildren

- Sister or brother-in-law
- Son or daughter-in-law
- Mother or father-in-law
- Persons standing in loco parentis to the officer, or to whom the officer stands in that relation
- Persons to whom the officer is the recognised carer, or has a special responsibility

The amount of leave granted is at the discretion of the manager up to a maximum of 5 days paid leave. Time off for post holders who work reduced hours will be pro rata.

Dependent upon the circumstances, Service Leads may consider extending this period of paid leave for periods longer than five days.

This does not remove the Service Leads discretion to authorise compassionate or special leave for reasons not covered by this section. This would be based on individual circumstances.

23. DOMESTIC ISSUES LEAVE (OFFICERS AND STAFF)

Such leave is intended to deal with short-term domestic issues requiring immediate attention such as flooding, burglary, and fire damage, and to make arrangements to deal with long-term difficulties in relation to these issues.

It will normally be restricted to one or two days' duration and shall be paid.

If leave beyond two days is required, this will be dealt with by the use of flexi/change of shifts, annual leave or special unpaid leave.

Where an individual is called home part way through a working day to deal with such an eventuality, the rest of the shift/attendance may be regarded as paid leave.

24. GENERAL PRACTITIONERS/DENTAL/OPTICIANS APPOINTMENTS (OFFICERS AND STAFF)

Except in exceptional cases such as Consultant appointments, all appointments should be scheduled as far as possible in the individual's own time (i.e. outside of duty time). Where this is not possible, line managers should ensure that the time is made up later or that annual leave, TOIL, flexi credit is used.

All such appointments should be agreed with the line manager before they are taken.

25. MEDICAL SCREENING/SPECIALIST HOSPITAL TREATMENTS (OFFICERS AND STAFF)

Necessary time off shall be granted for the purpose of appropriate screening. Where appointments for specialist hospital treatment/screening/testing are only provided during normal working hours these may be approved as authorised absences. The annual allocation of paid days is at the discretion of the line manager taking into account the individual circumstances of each case.

This is not applicable for elective cosmetic surgery treatment, screening, or testing. Any officer undergoing gender re-assignment may qualify under this scheme.

Individuals must be prepared to show their appointment card if necessary and line managers will be required to maintain adequate records.

26. ELECTIVE SURGERY OR PROCEDURES (OFFICERS AND STAFF)

Annual leave, flexi time or other time off in lieu should be used for elective surgery or procedures e.g. vasectomy, any cosmetic surgery or procedure which the individual has elected to have carried out.

Where the surgery or treatment is confirmed in writing by an employee's GP as being necessary, following an accident, or for complications arising from relevant surgery for medical reasons, time off will be recorded as sickness absence.

27. GENDER REASSIGNMENT LEAVE (OFFICERS AND STAFF)

A line manager and individual should discuss what time off is likely to be required, and when, if known.

Time taken to attend medical screening and specialist hospital treatments should be paid in accordance with this policy.

Any surgical medical procedure and recovery which incapacitates the individual and prevents them from working should be recorded as sickness absence under the [Attendance Management Policy](#) and a FIT note provided if the absence extends past 7 calendar days. This absence should not be counted towards any sickness trigger level or management action.

An understanding approach, whilst considering operational needs should be adopted if an individual requests time off to undergo non-medical treatments relating to gender re-assignment e.g. electrolysis for hair removal, or counselling. An individual may also request to take a period of leave before returning to work in their true gender. If the absence is not covered by a GP's FIT Note, then it should be considered from the normal annual leave entitlement, flexi or TOIL account.

28. DISABILITY RELATED LEAVE (OFFICERS AND STAFF)

Where an individual has informed the force of a disability, in line with the [Working with Disability Policy](#) they are eligible to take reasonable paid time off for therapy, hospital appointments, rehabilitation, assessment or treatment.

Disability related leave will be recorded on HR Self Service as paid leave and must be authorised by the line manager.

29. OCCUPATIONAL HEALTH UNIT (OHU) APPOINTMENTS (OFFICERS AND STAFF)

If attendance at OHU is requested by the force, time off in work time will be granted. Other appointments with specialists referred by OHU should be on the next available date irrespective of whether this is during a normal working day or not. Time off in lieu will be granted.

30. NORTH WEST BENEVOLENT FUND (OFFICERS AND STAFF)

The North West Benevolent Fund provides treatment to police officers who pay for individual membership. It also provides treatment to police staff and officers as individuals or teams who are nominated for a wellbeing stay through the Force membership. Time off will be granted in work time (to include travel time) to attend for treatment, whether this is at the North West Benevolent Fund Centre in Lancashire (for a full day of treatment or a programme that includes an overnight stay), or at other locations closer to or within the North Wales Police area.

Where treatment includes an overnight stay, only the normal working hours will count as paid working time; any hours outside of this, including the overnight stay are in the individuals own time. Individuals will not be able to claim subsistence or overnight allowance in these circumstances.

Individuals claiming for travel costs to attend treatment must ensure that they have 'business cover' on their motor insurance.

31. VOLUNTARY DONATION OF ORGANS / BLOOD / BONE MARROW (OFFICERS AND STAFF)

Donations covered in this section are those that will directly affect the health of another person.

Blood donations can be made in working time where the location and timing of the donation would not cause an unreasonably long and/or inconvenient absence.

Time off for donation of organs/bone marrow will be considered on its own merits and must be in liaison with the line manager, HR, and Occupational Health Unit, taking into account individual circumstances and business needs.

32. RELIGIOUS LEAVE (OFFICERS AND STAFF)

All religions have particular holy days that require individual observance. Every effort should be made to allow individuals who practice a particular religion or faith to have annual leave on these days if requested. Prior agreement must be reached with the line manager who should consider, whenever possible, to reschedule rest days, change of rota or granting of annual leave to enable individuals to attend religious festivals.

POLICE OFFICERS	POLICE STAFF
Also see 'Allocation of Winsor Days' in the Duties Policy	Can elect to substitute three of the standard Public Holidays to a date linked to their chosen religion or faith. If an individual exercises the PHRE (Public Holiday Religious Election) those dates would qualify as a Public Holiday instead.

33. ARMED FORCES RESERVISTS LEAVE (OFFICERS AND STAFF)

Please refer to the [Armed Forces Reservists Practice Guide](#).

34. STUDY LEAVE (OFFICERS AND STAFF)

Individuals studying for mandatory training will be provided with time for the completion of these studies. Details are provided in the [Learning and Development Practice Guide](#).

If a line manager requests that an individual attends college/tutorials for courses of study specifically related to the role (i.e. an explicit essential criteria quoted within job description) the individual will be eligible to attend in duty time. These days should encompass time off for pre-examination study, to attend examinations etc.

Officers and staff members studying in their own time, dependent upon the nature of the course, may be granted limited duty time to complete their studies. The details of what is considered an “approved course” and the arrangements for granting of duty time can be found in the [Learning and Development Practice Guide](#).

35. JURY SERVICE (OFFICERS AND STAFF)

Officers and staff members may be required to attend court for Jury Service.

Individuals called upon for jury service will be granted reasonable duty time to attend. Any expenses incurred such as traveling, childcare, refreshment etc. should be claimed by the individual from the courts.

Duty planning for Jury Service: Officers required for Jury Service should be shown for resources planning purposes as working Monday – Friday with their rest days on weekends.

Further guidance for individuals called for jury service is attached as Appendix A.

36. SPECIAL UNPAID LEAVE (OFFICERS AND STAFF)

Officers and staff members may apply for up to one month’s unpaid leave in respect of exceptional domestic/personal circumstances at the discretion of their manager, with the agreement of their Senior Management Team (SMT).

During unpaid leave, pension’s contributions will be in accordance with the Pensions Scheme Regulations. Specific details can be obtained via the Forces Finance Department.

37. ADVERSE WEATHER CONDITIONS (OFFICERS AND STAFF)

At the onset of severe weather it will be the responsibility of each individual to decide whether or not they are able to travel to work. The line manager (or other appropriate manager) must be advised in the normal way and the individual must record their absence in line with the below.

Unable to get to work due to severe weather conditions	Apply for annual leave or use existing TOIL or flexi time *
	Consider potential to re-roster a rest day if additional payment would <u>not</u> be incurred

* If the current year's leave entitlement is exhausted it may be taken from the following year's annual leave entitlement. For staff who work 'flexi' or who have a time off in lieu a debit may be incurred and made up in the following month.

Unable to work because of domestic problems / need to care for dependants due to severe weather (e.g. school closure)	Apply for annual leave or use existing TOIL or flexi time
	Consider using Dependants Leave if the relevant criteria are met

Normal workplace closed or inaccessible (e.g. cut off by floods)	Consider working from another workplace and if this is possible complete an appropriate risk assessment to evaluate any operational difficulties
	If there is no alternative workplace, there will be no loss of salary and the individual will not be expected to use annual leave, TOIL or flexi time

Able to get to work but delayed due to severe weather conditions	If the individual has made all reasonable efforts to arrive at the usual time, they will be treated as arriving at their planned start time **
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Leaving early due to severe weather conditions	If the individual has concerns about getting home due to the severe weather conditions (e.g. due to the distance to travel, reliant on shared transport or collection of children), managers have discretion to allow them to leave early. They will be considered as having completed their duty time **
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— Not all individuals will be able to be released – each case will be considered fairly on its own merits and in light of exigencies of the service.

** Any police staff member who comes to work in severe weather conditions will have flexi time suspended and despite work pattern a **maximum 7:24 minutes only** will be credited for the day, irrespective of their normal working pattern e.g 10 hour shifts etc.

Line managers will not unreasonably refuse a request to leave work early because of severe weather conditions.

Senior Management Teams should ensure that appreciation is expressed to all those who are able to attend work and keep services running despite the adverse weather conditions.

38. TRANSFER LEAVE (POLICE OFFICERS)

Service Leads are authorised to grant, at their discretion, three calendar days leave to officers who are required, by NWP, to move home as a result of a transfer of workplace. This special leave will be taken on the day preceding removal, the day of removal and the day following removal.

39. SPECIAL DUTY (PAID) (POLICE OFFICERS)

Special duty is duty time that is being paid for privately. For example, film companies when filming will pay to hire an officer for road closures etc. Officers who perform special duty will claim for such duty on the appropriate form. This will be submitted to Payroll to enable the invoices to be prepared for onward transmission to the person requesting the service. Rates will be as per Police Regulations.

40. TIME OFF FOR PUBLIC SERVICE DUTIES (POLICE STAFF)

For those members of Staff who have been elected a member of a Local Authority committee or County Council or is required to undertake Civic duties, an entitlement of 5 days paid leave per annum will be granted for the purpose of carrying out public duties.

41. SCHOOL GOVERNOR / DUTIES OF OFFICE (POLICE STAFF)

Reasonable unpaid time off to attend meetings will be granted. Relevant details should be recorded on the personal record.

42. SPECIAL CONSTABLE DUTY (POLICE STAFF)

In accordance with the criteria outlined in the Special Constabulary Procedure, the North Wales Police 'Timeout Initiative' grants up to 8 hours per month to perform Special Constabulary duties as part of a pre-planned initiative. This applies to police staff who are serving Special Constables.

43. DECLARATION & LEGALITIES

- 43.1 In line with all Force policies, the overarching purpose of this document is to directly support the PCC police and crime plan objectives. Overall the intention of this policy is to make North Wales the safest place in the UK.
- 43.2 In the writing of this policy cognisance has been taken of the College of Policing Code of Ethics (2024).
- 43.3 North Wales Police policies will be written in accordance with the approved corporate format and published on the Force Intranet, allowing access to staff and public, where appropriate, on the pages of the public facing Internet site under the Force publication scheme and Freedom of Information Act 2000.
- 43.4 The following main legal requirements have been identified within this policy:
- Equality Act 2010
 - Human Rights Act 1998

- The Welsh Language (Wales) Measure 2011 and the Welsh Language Standards for the Chief Constable
- Data Protection Act 2018
- Freedom of Information Act 2000
- Health and Safety Act 1974

43.5 This policy has been written giving due regard to the above legislation and has considered the risk of unfair and/or disproportionate impacts on individuals or groups (actual or perceived) and has done so via an equality impact assessment (EIA).

43.6 New legislative requirements or changes in Force structure may necessitate a review of this policy document.

44. APPENDIX A – GUIDANCE FOR JURY SERVICE

- (i) It is possible to be excused from jury service or have it deferred; however, the more likely course is deferral. It is only in the most exceptional circumstances that a person will be excused completely.
- (ii) A common problem is likely to be where an officer or staff member is summoned to attend as a juror at the court where they frequently work, or which hears cases of which they have knowledge. Should this occur, they should apply to the summoning officer not to serve at that particular court. The summoning officer should then consider whether jury service could be undertaken at a different court. It is to be borne in mind that no juror is expected to travel more than one and a half hours from home in order to serve on a jury.
- (iii) When arriving at court as a juror it is advised that the officer or staff member discretely inform the jury officer of the nature of their employment.
- (iv) It would be inappropriate for a juror to have any special knowledge of any person involved in a trial: this primarily applies to defendants and witnesses but may also

apply to members of the judiciary and legal representatives. Personal knowledge of the jury bailiff or other court staff will not normally be considered problematic.

- (v) As with all jurors, if having been empanelled on a jury, a juror recognises anyone involved in the trial, they should inform the judge. The judge will then take a decision as to whether their familiarity or knowledge of that person might be in anyway prejudicial.
- (vi) Likewise, if the individual serving as a juror realises that they have any special knowledge of the case, for example because they have been involved in its investigation, then they should inform the judge immediately. The judge will then decide whether it is necessary for that juror to be dismissed.
- (vii) If selected to serve on a jury, it is vital that the officer or staff member understand that they do so as part of their duty as a private citizen. It is neither necessary nor appropriate to conceal their profession from other jurors, but nor is it necessary to volunteer such information immediately. All jurors should expect to be treated equally regardless of the nature of their employment.
- (viii) Where a jury is required to leave court during the trial, the individual on the jury should avoid the temptation to speculate about why they have been asked to leave and should not attempt to give any explanation beyond what the Judge has told the jury, even if asked.