

POLICE NEGOTIATING BOARD

Independent Secretary:
Martin Gilligan
Office of Manpower Economics
Kingsgate House
66-74 Victoria Street
LONDON SW1E 6SW

AGREEMENT REACHED IN THE POLICE NEGOTIATING BOARD

1. The Police Negotiating Board have agreed the **introduction of an adoption leave policy for police officers**. This is effective from the 1 September 2006. This circular sets out the Police Negotiating Board agreement to introduce adoption leave arrangements, intended to provide where appropriate adopting parents the same facilities and payments as officers on maternity leave. Details are set out in the attached memorandum.
2. This agreement supersedes the adoption leave arrangements set out in PNB circular 03/1.
3. This PNB circular remains advisory until specific approval of the Secretary of State for the Home Department has been given and does not confer authority* to implement the agreement. Once approval has been given, it will be promulgated in a Home Office circular. In due course relevant Police Regulations and Determinations will be amended to take account of this agreement.
4. Any enquiries about this circular should be addressed to the Independent Secretariat at the Office of Manpower Economics ☎ 020 7215 8101, to the Official Side Secretary ☎ 020 7187 7340 or the Staff Side Secretary ☎ 020 8399 2224. Enquiries to the Independent Secretariat relating to the interpretation of this circular should be made in writing.

1 September 2006

* PNB Circulars form a single numerical series. Those which in themselves provide authority to implement an agreement carry the serial number alone, while those which are advisory are designated as such after the serial number.

MEMORANDUM

The following agreement reached in the Police Negotiating Board is submitted for the approval of the Secretary of State for the Home Department, the Scottish Ministers and the Secretary of State for Northern Ireland.

ADOPTION LEAVE

Background

1. There are a number of practical considerations that need to be addressed when supporting parent(s) who adopt children. The PNB believes that adoption leave on full pay for 13 weeks would assist officers with the demands placed upon them by the adoption process.
2. HOC 29/2003 gave the Home Secretary's approval of the PNB agreement reached on 16 April 2003 and published as PNB circular 03/1 which included adoption leave and adoption support leave. This agreement supersedes only the adoption leave and adoption support leave arrangements set out in PNB circular 03/1, with effect from the date of this circular.

Key Features of this agreement

3. All police officers (irrespective of service) are entitled to a minimum of one week's adoption leave ("standard adoption leave"). All police officers who have a minimum of 26 weeks service by the week in which an approved match is made with a child as notified by an adoption agency are entitled to a period of ordinary and additional adoption leave. This is inclusive of "standard adoption leave".
4. Where a couple, whether both are officers or not, are adopting jointly only one of the couple can take adoption leave, it cannot be split between them or claimed by both. (The other partner may be able to claim adoption support leave and pay).
5. The provisions governing ordinary and additional adoption leave do not apply to cases of adoption by step parents and foster parents in respect of children previously living with the adoptive parents.

Length of Ordinary and Additional Adoption Leave

6. Up to a maximum of one year comprised of:
 - 26 weeks ordinary adoption leave followed immediately by
 - up to 26 weeks additional adoption leave.
7. The length of ordinary or additional adoption leave cannot be extended if more

than one child is being adopted at the same time.

When does Adoption Leave Start

There is a two-week window – the latest it can begin is from the date the child is placed and the earliest is from a fixed date up to 14 days before the expected date of placement.

Adoption Pay

8. All officers are entitled to 1 week adoption leave on full pay (“standard adoption leave”).
9. All police officers who have a minimum of 26 weeks but less than one year’s continuous service by the week in which an approved match is made with a child as notified by an adoption agency are entitled to 26 weeks statutory adoption pay followed by 26 weeks unpaid.
10. All police officers who have at least one year continuous service by the week in which an approved match is made with a child as notified by an adoption agency are entitled to full pay for the first 13 weeks adoption leave then up to 13 weeks at statutory adoption pay followed by 26 weeks unpaid.

Notification

11. Officers are required to give notice of their intention to take adoption leave within 7 days of being notified that they have been matched for adoption. They need to state when the child is expected to be placed and when they want their adoption leave to start. Where it was not reasonably practicable for the member to give notice within 7 days, the notice should be given as soon as is reasonably practicable.

Returning to work

12. Officers intending to return to work after their full adoption leave do not have to give any further notification. Those who want to return before the end of their adoption leave period must give 28 days notice of the date they intend to return.

Adoption Support Leave

13. An officer being an adopter’s spouse or partner can take up to two weeks continuous leave, the first of which is on full pay.
14. An officer who has 26 weeks continuous service at the notification week, will be entitled to be paid for the second week at statutory paternity pay rate. Where any period of paid adoption support leave coincides with statutory paternity pay periods, police adoption support pay will be offset by statutory paternity pay.

Annual leave

15. Annual Leave will continue to accrue during any Adoption Leave (whether comprising standard, ordinary or additional adoption leave) in line with the officer's normal entitlement. Officers may wish to take annual leave before their Adoption Leave commences, or convert part of the unpaid Adoption Leave to paid Annual Leave.

Housing

16. An officer who is entitled to free accommodation may continue to reside rent free throughout Adoption Leave. If she/he does not return, i.e. resigns from the Force or takes a career break, she/he will be required to vacate the premises.
17. If a police officer resides in police property but is not entitled to housing/rent allowance, she/he will continue to pay rent as before during the whole of the Adoption Leave, whether paid or unpaid.

Miscellaneous

18. For all members a period of standard adoption leave, and ordinary adoption leave will be pensionable, reckonable for incremental pay and leave purposes and for inclusion in any period of probationary service.
19. All leave taken as adoption support leave will be pensionable, reckonable for incremental pay and leave purposes and for inclusion in any period of probationary service.
20. All the provisions of this agreement will apply for officers serving part time or job sharing.

Returning To Work

21. An officer taking Adoption Leave has the right to return to work on the same conditions of service (eg hours, grade, etc). Wherever possible posts should be re-organised or covered on a temporary basis to allow the officer to return to the post occupied before the leave, if they so wish. The assumption must be made that the officer will return to work following their indicated period of leave.
22. Should a re-organisation take place when the officer is absent, the same procedures of consultation should apply as if they were present in the workplace.