The Office of the Police Crime Commissioner (OPCC) is committed to ensuring that all paternity benefits are applied fairly and consistently. This policy outlines the framework for managing paternity and related absences and the steps that managers and employees must take to ensure that the employee’s statutory and occupational benefits are applied appropriately.

All employees of the OPCC

This document is not part of the formal policy. Instead it provides additional information to help you in the practical day to day application of the policy.

It is expected that you will have an understanding of the Paternity Policy prior to using this guide.

Working Days - where reference is made to working days, these are defined as Monday to Friday, excluding weekends, Bank Holidays or Public Holidays. This is consistently applied irrespective of an individual employee’s work pattern.
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Policy stages

There are four main stages to this policy:

• notification of paternity
• starting paternity leave
• during paternity leave
• intentions regarding a return to work

The actual steps in the policy may vary dependent on the employee and employer needs.

Stage 1 - Employee says they want to take paternity leave and pay

Informal discussion

You must meet with the employee on a one-to-one basis as soon as possible to hold an informal discussion regarding their intentions about ordinary leave.

The employee has no statutory right to be accompanied at the discussion. However, a request to be accompanied by an OPCC work colleague or trade union representative may be considered in exceptional circumstances.

You may need to arrange more than one informal discussion.

How to run an informal discussion

You must:

• ask the employee to detail their intentions regarding starting their ordinary leave
• ask the employee if they have already notified the Integrated Business Centre of their paternity. If they have not, advise the employee to do so at the earliest opportunity or confirm that you will do so on their behalf
• you must review the employee’s annual leave entitlements and ensure that accrued annual leave is properly planned around their planned ordinary leave. You must refer to the annual leave policy
• you must establish with the employee what reasonable contact will be in place during their ordinary leave

Formal notification

You must ensure that the employee completes and submits the appropriate internal notification forms at the earliest opportunity. You must ensure you see a copy of the mother’s MATB1 certificate (in cases of childbirth) or a copy of the primary adopter’s matching certificate(s) (in cases of childbirth).

The employee should notify the IBC using ESS. This is achieved by selecting 'My Family Leave' from the ESS App Finder and
setting up a ‘New leave’ type
The IBC will respond within 28 days of receipt.

Employee amends their notification
If the employee needs to change the information provided on the original paternity notification they must complete a further notification providing 28 days notice.
The IBC will respond within 28 days of receipt.

Stage 2 - Employee starts their ordinary paternity leave

Monitoring paternity payments
During the paternity leave period, you must ensure you review your monthly staffing budget reports to monitor payments being made to the absent employee are consistent with the policy principles.

As a rule you should see a reduction in your reported staff salary costs for the absent employee from the 1st week of their ordinary leave.

Queries you are unable to resolve on your own or with your Finance support should be referred to the IBC in the first instance.

If the employee is in receipt of childcare vouchers through the salary sacrifice scheme, the cost of the vouchers will be charged to your budget when there are insufficient occupational payments being paid to the employee to cover the cost. Refer to the salary sacrifice policy and how to guide for more information.

Stage 3 – During ordinary paternity leave

Reasonable contact
The contact arrangements agreed prior to the start of paternity leave should be followed by both the employer and employee.

Sickness during paternity leave
If the employee is ill while they are absent on ordinary they are not entitled to statutory or occupational sick pay, even if they are in an unpaid period of their paternity leave.

The employee will need to decide whether the paternity or sickness scheme will be of most benefit to them.

If they wish to access the statutory and occupational sick pay schemes, they will need to ‘return’ from their paternity leave and start sickness absence.
If they wish to do this, you will need to notify the Integrated Business Centre who will update the employee’s SAP record.

Once the employee has ‘returned’ to work, you must manage their sickness absence under the managing sickness absence policy.

Roles and responsibilities

As the manager you are responsible for:

- applying the Paternity Policy accurately
- maintaining regular contact with parties during the process
- arranging meetings as necessary
- suspension of IT accounts and security passes as appropriate
- considering flexible working requests and deciding whether to implement where reasonable
- keeping records, drafting and issuing letters / documentation with HR support as necessary
- monitoring your staffing budget to ensure payments during paternity leave are in line with planned expectations and notifying their appropriate Finance support and Integrated Business Centre of any discrepancies
- managing any overpayment recovery process, if applicable
- informing the Integrated Business Centre in good time of any changes to the planned management of the paternity leave absence

All employees are responsible for:

- complying with the Paternity Policy
- conducting themselves in an acceptable manner
- notifying their manager and the Integrated Business Centre in good time of their intentions regarding their paternity leave and return to work
- monitoring their monthly payslips to ensure payments during paternity leave are in line with planned expectations and notifying their line manager and the Integrated Business Centre of any discrepancies

The IBC person who is supporting the manager is responsible for:

- advising on policy application
- supporting with case management
- assessment of the employee’s eligibility for paternity
related benefits
- the completion and issue of standard casework letters and relevant documentation
- all SAP input relating to the paternity leave absence and pay

The OPCC work colleague or trade union representative is responsible for:
- supporting their member/colleague
- attending arranged meetings or ensuring meetings are covered and not delayed

They may make representations, submit papers, ask questions and address a meeting on behalf of the employee. They may not answer questions on behalf of the employee.

Support
Managers:
Any queries can be directed to the IBC.

A confidential Employee Support service is available on freephone 0800 030 5182 (or 0161 836 9498 if calling from a mobile) at any time. Further information is available at http://www3.hants.gov.uk/employee-support

How to guide
Governance

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