

Supporting You

At Police Mutual we are committed to supporting our colleagues who have family or caring responsibilities. As such we have a range of family friendly policies and outline the key points and eligibility criteria here.

Maternity/Adoption Leave and Pay

Maternity/Adoption leave is based on statutory entitlement, whereby you can take up to 52 weeks maternity leave, regardless of how long you have worked for us or how many hours you work.

To make things a little easier, we offer more generous maternity/adoption pay than the statutory scheme. We will normally pay your first 13 weeks maternity pay at your normal weekly pay rate. The remaining 26 weeks are paid at SMP rate and the remaining 13 weeks unpaid should you wish to take the full entitlement. To be eligible for this you must have worked for us for at least 26 weeks when you enter the 15th week before your baby is due.

To be eligible for Statutory Adoption Pay you will need to have been continuously employed by Police Mutual for at least 26 weeks up to any day in the week that you are matched with a child.

With agreement you may also attend work for up to 10 "KIT" days during your maternity/adoption leave without affecting your maternity/adoption pay. This may be to attend training or to keep in touch with major developments at work.

Paternity Leave

Here at Police Mutual we normally offer enhanced paternity pay of up to two weeks at your normal weekly pay rate. To be eligible for this you need to have worked for Police Mutual for at least 26 weeks by the end of the 15th week before the expected week of childbirth. These two weeks of your paternity leave need to be taken in a single block within 8 weeks of the birth.

To qualify for paternity leave you must be the baby's biological father or intended parent, spouse, partner or civil partner.

Shared Parental Leave

To qualify for shared parental leave you need to have worked for Police Mutual for at least 26 weeks at the end of the 15th week before the week that your child is due, or for adoption, the week of notification of being matched with a child. Your partner also needs to be eligible for shared parental leave in their own right.

If you are both eligible, you can share up to 50 weeks of leave. Shared parental leave has to be taken within 52 weeks of the birth or adoption placement.

Eligible colleagues may be entitled to receive up to 37 weeks Shared Parental Pay while taking Shared Parental Leave.

Up to 20 paid keeping in touch ('SPLIT') days can be agreed between you and your manager during your shared parental leave

Parental Leave

You may take up to 18 weeks unpaid leave for each child or adopted child up to their 18th birthday. A maximum of 4 weeks leave can be taken in any 12 month period.

To be eligible for parental leave you must have worked for Police Mutual for a continuous period of at least one year and be the natural father/mother or have 'parental responsibility' for the child.

Flexible Working

At Police Mutual we are committed to giving you flexibility to balance your role with your life outside of work and we recognise the benefits this brings for both you and Police Mutual.

Flexible working is about giving you more options about when and where you carry out your job; for example your place of work, how many hours you work, or when you work.

You can apply for flexible working as long as you've worked for Police Mutual continuously for at least 26 weeks. You can normally make one formal application every 12 months.

If you make a formal flexible working application, we'll consider this fully and fairly, based on our business needs and we'll always try and agree requests where we can.