What you need to know

This brochure is an initiative of your Association and sets out specific industrial entitlements of Police families. We thank NT Police Officer Lisa Bayliss for her effort to bring this idea to fruition and the NT Police HRM Staff for their valuable input.

If you are about to go on maternity or paternity leave, or have any other questions relating to family friendly industrial entitlements, please contact our Industrial staff at the NTPA Office on 8995 9520.

When do I need to notify my OIC that I am pregnant?
- Clause 26.4 of the Consent Agreement 2014 (CA) outlines that in accordance with Duty of Care obligations and Health and Safety considerations you must notify your OIC as soon as practicable. You may feel uncomfortable letting anyone know early on you are pregnant, however once confirmation from a doctor is received, you have an obligation to notify the boss (in confidence) in order to comply with WH&S obligations.

Will it effect my position?
- That same clause (26.4) says that unless the duties you perform pose a risk to the mother or unborn child, there would be no need to modify duties. If this was required, it would be in consultation with the COP and the NTPA.
- Clause 26.6 (i) refers to Transfer to Safe Job – where you are fit to work, but illness or risks arising out the pregnancy, or hazards connected with the work assigned to you, make it inadvisable for you to continue your current duties, you may be transferred to an appropriate safe job with no change to your terms and conditions of employment.

Before you start maternity leave:
- You must provide a medical certificate from your Doctor 10 weeks before the estimated date of delivery (Clause 26.6(d) refers).
- You must complete the maternity leave form and a statutory declaration stating you are the child’s primary care giver during this period. You may also wish to submit a memorandum stating how much maternity leave or other leave (recreation or long service leave) you wish to take during this period – this memorandum will need to submitted through the chain of command (see table for entitlement details).

What do I need to do to take time off to attend medical appointments that are pregnancy related?
- You will need to make arrangements with your OIC for time off to attend medical appointments. You may need to produce a medical certificate and enter a personal leave application in myHR.

Clothing allowance entitlements
- When you have notified your OIC that you are pregnant (under clause 26.4) and can no longer wear a uniform due to your pregnancy, you are eligible to apply for payment of Plain Clothes Allowance (clause 26.5).

Association fees whilst on maternity leave
- Whilst receiving full pay you are required to pay your subscription at the normal rate.
- If you are taking your leave at half pay you are only required to pay for your subscription at half the rate.
- If you are taking any of your leave without pay you are exempt from paying your subscription.
- In order to ensure you are covered, you must advise the NTPA of the dates of any leave taken at half pay or without pay (refer to clause 9.9 and 12.5 of the NTPA Constitution).
Maternity leave – if I take 12 months or more, do I lose my Pips position?
• No. Although you may be temporarily moved from this position to allow for backfilling during your absence.

Maternity and Paternity leave entitlements
• See below table for entitlement details.

If my partner is also a member can we interchange parental leave?
• You are both entitled to a period of parental leave, however there are a few variables, such as time in the job, etc. Clause 26.3 (a) of the CA has a fairly extensive chart outlining the amount of leave (maternity and paternity) a member can have. Clause 26.3 (b) then discusses the fact that parental leave is only available to one parent at a time (except when on concurrent leave) and discusses the maximum combined period of parental leave you are entitled to (relative to Clause 26.3 of the CA, listed partially below).

Am I entitled to sick leave whilst on Maternity leave?
• No. The provision does not enable you to reclaim any sick leave with or without a medical certificate.

Can I apply to come back to work part time after Maternity leave? What happens if my request is denied?
• Part time work is an option available to any member in accordance with Clause 23 and Clause 26.16 of the CA. The approval is subject to organisational requirements. Generally speaking, it would be uncommon not to approve a return after maternity leave on a part time basis. Should the request be denied, and taking into account all the circumstances, the NTPA may take it up on your behalf.

Firearms training & breast feeding
• There is currently no official policy on breast feeding and firearms requalification training. If you have concerns about conducting the training please contact the NTPA.

What you need to know continued

Maternity and Paternity leave entitlements table
Clause 26.3 of the Consent Agreement (not including adoption information)

<table>
<thead>
<tr>
<th>Clause</th>
<th>Type of leave and applicable qualifying service requirements</th>
<th>Paid leave</th>
<th>Unpaid leave</th>
<th>Total paid and unpaid leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>26.6(a)(i)</td>
<td>Ordinary maternity (primary care giver) – up to 52 weeks – unpaid</td>
<td>–</td>
<td>52 weeks</td>
<td>52 weeks</td>
</tr>
<tr>
<td>26.6(a)(ii)</td>
<td>Ordinary maternity (primary care giver) – up to 36 months (at least 1 and less than 5 years continuous service)</td>
<td>14 weeks (or 28 weeks at half pay)</td>
<td>142 weeks</td>
<td>156 weeks</td>
</tr>
<tr>
<td>26.6(a)(iii)</td>
<td>Ordinary maternity (primary care giver) – up to 36 months (at least 5 years continuous service)</td>
<td>18 weeks (or 36 weeks at half pay)</td>
<td>138 weeks</td>
<td>156 weeks</td>
</tr>
<tr>
<td>26.7(a)(i)</td>
<td>Special maternity - pregnancy related illness – unfit for work - unpaid (No minimum service requirement)</td>
<td>–</td>
<td>As stated in medical certificate, up to maximum 52 weeks</td>
<td>As stated in medical certificate, up to maximum 52 weeks</td>
</tr>
<tr>
<td>26.7(a)(ii)</td>
<td>Special maternity - end of pregnancy – unfit for work – unpaid (No minimum service requirement)</td>
<td>–</td>
<td>As stated in medical certificate, up to maximum 52 weeks</td>
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<td>As stated in medical certificate, up to maximum 14 weeks (or 28 weeks at half pay)</td>
<td>As stated in medical certificate, up to maximum 38 weeks</td>
<td>As stated in medical certificate, up to maximum 52 weeks</td>
</tr>
<tr>
<td>26.7(b)(i)</td>
<td>Special maternity – end of pregnancy – unfit for work - (at least 5 years continuous service)</td>
<td>As stated in medical certificate, up to maximum 18 weeks (or 36 weeks at half pay)</td>
<td>As stated in medical certificate, up to maximum 34 weeks</td>
<td>As stated in medical certificate, up to maximum 52 weeks</td>
</tr>
<tr>
<td>26.8(a)(i)</td>
<td>Paternity/partner leave taken at time of birth – up to 8 weeks – unpaid (less than 12 months continuous service)</td>
<td>–</td>
<td>8 weeks</td>
<td>8 weeks</td>
</tr>
<tr>
<td>26.8(a)(ii)</td>
<td>Paternity/partner leave taken at time of birth – up to 8 weeks – unpaid (at least 1 and less than 5 years continuous service)</td>
<td>1 week (or 2 weeks at half pay)</td>
<td>7 weeks</td>
<td>8 weeks</td>
</tr>
<tr>
<td>26.8(a)(iii)</td>
<td>Paternity/partner leave taken at time of birth – up to 8 weeks (at least 5 years continuous service)</td>
<td>2 weeks (or 4 weeks at half pay)</td>
<td>6 week</td>
<td>8 weeks</td>
</tr>
<tr>
<td>26.8(b)(i)</td>
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