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**Annual Leave and
Bank/Public Holiday Procedure**

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1.0 Parent Policy

2.0 Qualifying Conditions

- (i) It should not be assumed that printed copies of this procedure document are current; please refer to the policy library on Nimbus for the most recent definitive version
- (ii) This procedure provides a framework of guidance to all Constabulary personnel and its application has been assessed by the author as being appropriate in most anticipated situations; where, in exceptional circumstances, it is deemed necessary to override this procedure, members of staff may be asked to discuss their actions and to make recommendations to the author for appropriate changes to be made to the policy.

3.0 Introduction

This procedure aims to provide advice and guidance to managers responsible for managing and planning absences and to police officers and police staff submitting applications for leave.

4.0 Procedure

4.1 Definitions

4.1.1 Annual Leave Year

The annual leave year runs from 1st April to 31st March the following year.

4.1.2 Annual Leave

Annual leave may be defined in days or hours. One day for a police officer equals 8 hours and for police staff it equals 7 hours 24 minutes (7.4 hours). Leave may be taken in hours and the minimum period of annual leave allowed is one hour.

Summer Leave – is leave for the months of April to September inclusive that must be pre-planned by the end of the preceding leave year i.e. March;

Winter Leave – is leave for the months of October to March inclusive that must be pre-planned by the end of September.

4.1.3 Service on which annual leave entitlement is based

Police Officers

Annual leave entitlements are based on relevant service which is defined in Police Regulation 33 Annex O Annual Leave and Regulation 24 paragraph (3) Pay. In broad terms it is defined as follows:

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For ranks below Superintendent:

- Any service which the officer is entitled to reckon for the purposes of pay together with any service he/she was previously so entitled to reckon

But

- Unpaid leave (including Career Breaks) is not included.
- Part-time service will be regarded as full-time service for the purposes of qualifying for additional leave based on years' service.
- Where a female police officer takes up to eighteen weeks maternity leave in any one maternity leave period she will be able to reckon her whole period of maternity leave as service in that rank for the purposes of pay and annual leave determination. Where she takes more than 18 weeks, the first 18 weeks will be reckonable.

For Superintendent ranks and above:

- As for ranks below Superintendent, **except** that, in reckoning any increase in entitlement, only service at Superintendent rank or above will be relevant.

Previous continuous service as a member of Police Staff with Cambridgeshire Constabulary immediately preceding appointment as a Police Officer will not count as continuous service for the calculation of annual leave entitlement.

Police Staff

Annual Leave for Police Staff is based on continuous service. This is defined in the Police Staff Handbook which should be read in conjunction with this policy.

Previous continuous service as a Police Officer with Cambridgeshire Constabulary immediately preceding appointment as a member of Police Staff will not count as continuous service for the calculation of annual leave entitlement.

Part-time service will be regarded as full-time service for the calculation of increases in Annual Leave entitlement.

Career Breaks and other unpaid leave periods (except during maternity and sick leave) will not count towards the entitlement to an increased amount of Annual Leave.

4.1.4 Member/s of staff

The term member of staff includes police officers, police staff and PCSOs. If a particular aspect of this procedure only applies to police officers or police staff it will clearly state this.

4.2 Roles and Responsibilities

4.2.1 Line managers will:

- Encourage staff to plan to take their full allocation of annual leave within the leave year

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- Commit to forward planning of leave to ensure appropriate levels of cover for the effective running of their Department at Christmas, Bank Holidays and times of known operational commitments
- Ensure that the annual leave application process is followed and leave requests are approved within ORIGIN DMS timescales
- Check that approval does not affect resilience (ORIGIN DMS will set 'preferred staffing levels')
- Regularly review and monitor the utilisation of annual leave throughout the year to ensure that the requirement to carry over leave into the next year is avoided or, where this is not practicable, kept to a minimum
- Manage the under-utilisation of annual leave or unreasonable refusal to take leave seeking advice from the appropriate HR Manager.

4.2.2 Members of staff will:

- Obtain management approval for annual leave before committing to holiday plans
- Submit annual leave requests in accordance with the Force application process
- Ideally plan and pre-schedule their summer leave by the end of the preceding leave year i.e. March and their remaining (winter) leave by the end of September. Every effort should be made to use their annual leave allocation within the designated leave year.

4.2.3 Staff Officers will:

- Plan regular duty sheets for their units/sectors
- Plan all abstractions having regard to annual leave applications, courses/training and TOIL requests
- Record all hours/duties worked on duty sheets
- Check an officer's request for annual leave against duty rosters for the relevant period and identify, to line managers, the impact upon staffing levels, operational resilience and overtime

4.2.4 HR Managers will:

- Provide advice and guidance on annual leave and bank holiday entitlements and calculations
- Provide advice and guidance to line managers to ensure fairness and consistency in decisions regarding the approval and refusal of annual leave
- Ensure that payroll are advised of any adjustment to salary, as appropriate, when staff leave the Constabulary

4.3 Annual Leave entitlements (excluding Bank Holidays)

The annual leave entitlements listed below do not include statutory Bank Holidays and should not be compared with the statutory minimum annual leave entitlements that employers are required to provide under the Working Time (Amendment) Regulations 2007 (which are inclusive of Bank Holidays). The Constabulary allows all police officers and police staff to take paid statutory Bank Holidays in addition to their normal annual leave entitlement (see paragraph 13 for details).

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4.3.1 Police Officers

Police Constables; Sergeants; Inspectors; Chief Inspectors

Relevant Service	Less than 2 years	2-9 years	10-14 years	15-19 years	20+ years
Entitlement in days	22	25	27	28	30

Regulation 33, Annex O Leave, states that for officers below the rank of superintendent:

- No more than three days' of annual leave may be taken in increments of hours
- No allowance will be made for a refreshment interval on a half day

Superintendents; Chief Superintendents

31 days

ACPO Ranks

Less than 10 years relevant service 42 days

After 10 years 48 days

4.3.2 Police Staff

Please note that a standard annual leave day entitlement is equivalent to 7.4 hours and for staff whose regular working pattern is not based on 7.4 hour days, annual leave will be calculated in hours and an appropriate deduction from the entitlement will be made for any annual leave taken.

Continuous service	On joining	After 5 years	After 10 years	After 15 years
Up to SO2	23	28	29	30
MB/SM	28	29	30	30

4.4 Calculation of Annual Leave

4.4.1 Police Officers

A standard annual leave day entitlement is equal to 8 hours. However, if an officer works any other shift pattern in excess of 8 hours (e.g. 12 or 10 hour shift), or works a flexible work pattern of less or more than 8 hours per day, leave entitlement must be expressed in hours and the actual hours that would have been worked on an annual leave day must be deducted from the entitlement.

Example: an officer works a flexible pattern of 9 hours on Monday and Tuesday, 11 hours on Wednesday and Thursday and 0 hours on Friday = 40 hours. If the officer takes

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Wednesday off as annual leave they should record 11 hours annual leave and 29 hours working time for the week (11+29 = 40).

In the leave year in which a Police Officer is appointed, promoted, retires or achieves sufficient relevant service to entitle them to an increased period of leave, a pro-rata entitlement will be calculated of one twelfth of the entitlement for each relevant month. This is based on the number of relevant completed months of service in that leave year. For promotions and increased allowances, where the change occurs mid-month, the number of years' relevant service will be regarded as having been completed at the beginning of that month's service.

Where such a calculation produces a fraction of a day, this will be reckoned as a day.

A table showing relevant entitlements for ranks below Superintendent and for promotion to Superintendent is shown at Appendix A.

4.4.2 Police Staff

A standard annual leave day entitlement is equal to 7.4 hours. However, if a member of staff works a flexible work pattern of less or more than 7.4 hours per day, leave entitlement must be expressed in hours and the actual hours that would have been worked on an annual leave day must be deducted from the entitlement.

Example: where a member of staff works compressed hours e.g. a 9 day fortnight, they would be required to book 8.2 hours for each day of annual leave requested calculated as follows:

$$\frac{2 \text{ weeks} \times 7.4 \text{ hours a week}}{9 \text{ days}} = \frac{74}{9} = 8.2 \text{ hours}$$

In the leave year in which a member of Police Staff is appointed, promoted, retires or achieves sufficient relevant service to entitle them to an increased period of leave, a pro-rata entitlement will be calculated.

- For joiners, the entitlement is based on the number of complete months of service remaining in that leave year;
- For leavers, it is based on the number of complete months prior to the leaving date;
- For promotions and those reaching the threshold for an increased leave entitlement the leave will be allocated on a pro-rata basis, based on the number of months completed for each entitlement. Where the change occurs mid-month the number of years' relevant service will be regarded as having been completed at the beginning of the month in which it occurs.

Where such a calculation produces a fraction of a day, this will be rounded up to the nearest full day. (For staff working part-time hours a full day will be equivalent to the number of hours worked each day or on an average day, where hours are variable.)

A table at Appendix B shows the entitlements.

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4.5 Annual Leave and Part-Time Staff (applicable to Police Officers and Police Staff)

The annual leave allowance for members of staff working less than full-time hours should be calculated in hours, unless they have attendances over the same number of days as their full-time counterpart, e.g. Monday – Friday, and for the same number of hours every day. All entitlements in this policy are on a pro-rata basis e.g. Bank Holidays (see paragraph 12.4) and carry over of leave except the entitlement to an increased amount of leave due to number of years' service, for which the part-time service will be regarded as full-time.

Annual Leave is allocated on a pro rata basis and entitlement is calculated as follows:

$$\frac{\text{Weekly part-time hours}}{37 \text{ or } 40} \times \text{Full time entitlement in hours (7.4 or 8 hours} \times \text{no. of days' entitlement)}$$

Examples:

1. Police Officer with 5 years service working 32 hours a week:

$$\frac{32}{40} \times 200 \text{ (i.e. 8 hours} \times \text{25 days)} = 160 \text{ hours}$$

2. Police Staff with 5 years working 30 hours a week:

$$\frac{30}{37} \times 207.2 \text{ (i.e. 7.4 hours} \times \text{28 days)} = 168 \text{ hours}$$

Where a member of staff works full-time hours and changes to work fewer hours part way through the year, leave entitlement will be the sum of the full-time and part-time allocations. Leave already taken should be deducted from the overall calculated annual entitlement.

Where a member of staff is granted permission to carry over leave, this will be pro rata to the maximum entitlement for a full-time member of staff, i.e. a proportion of 5 days.

Example: a member of police staff that works 30 hours will be entitled to 30/37 of 5 days i.e. 4 days.

4.6 Applying to take Annual Leave

Planning Guidance

- 4.6.1** It is the responsibility of Area Commanders/Departmental Heads to determine the staffing levels required to meet our operational commitments (including demands for service over Bank Holiday periods); and appropriate levels of staff cover in Local Policing Areas and support departments. Departmental heads will implement and review this in accordance with local needs and any variations will need to be justified. A risk assessment must be recorded if the number of officers on duty falls below the minimum agreed level.

The policing of major events that are known well in advance (e.g. Commonwealth or Olympic games, political summit meetings, royal visits etc) will require planning of annual

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leave in advance of one year. Abstraction rates may need to be set and staff invited to express their requests for annual leave during the period in question.

- 4.6.2** Members of staff will be asked to plan their summer leave by the end of the preceding leave year i.e. March and their remaining (winter) leave entitlement by the end of September; and should make every effort to use their annual leave allocation within the designated leave year. All police officers (and those police staff directly affected by Operational Policing Plans) should not expect to take leave at times of known operational need e.g. Strawberry Fair, Midsummer Fair, Christmas and New Year. Three months before the event, or once operational needs have been determined, staff may have their leave approved.
- 4.6.3** Members of staff should not expect to carry over five days leave (pro-rata for part time staff) into the next leave year. This may only be authorised at the discretion of the authorisation of line managers at Chief Inspector level or police staff equivalent and in exceptional circumstances. It is not an automatic right.
- 4.6.4** Members of staff should not generally expect to 'give notice' of their intention to take leave more than 12 months in advance, especially if it is for peak times as managers may not be able to assess their staffing requirements. There should, however, be flexibility to allow for 'special cases' to be considered (e.g. honeymoon or special anniversary holiday) and such requests need to be assessed in the context of what overall abstraction rates may be reasonably anticipated for the period in question.
- 4.6.5** In addition to planning their annual leave, members of staff have an obligation to plan and 'manage down' their accrued rest days and TOIL. This is particularly important in advance of leaving the force (see paragraph 11.0).
- 4.6.6** For Police Officers, the Resource Management Unit will plan regular duty sheets for their units/sectors. Computerised daily duty sheets will be used to provide a record of hours/duties worked. The ORIGIN DMS system will provide line management with reports for review and monitoring of leave utilisation, approvals and refusals. Where possible, officers should be able to complete their duties before midnight on a day preceding an Annual Leave day. Details of annual leave commitments and other known absences should be included in court files and witness statements.

Application procedure

- 4.6.7** Applications for annual leave should be made electronically using self service, to the designated line manager.
- 4.6.8** Requests must be submitted as early as possible with at least twice as much notice as the number of annual leave days (or part days) applied for. However, exceptional cases will always be considered on an individual basis.
- 4.6.9** Line managers are expected to respond to leave requests within 48 hours and comment as to whether they have any objection on operational or staff 'cover' reasons.

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4.6.10 Short notice leave requests - police officers: verbal requests should be made to the Duty Manager/Inspector who will check the notification against duty rosters for the relevant period and identify the impact upon 'preferred staffing levels', operational resilience and overtime. Decisions to refuse leave will be recorded on the officer's DMS leave record.

Authorisation of annual leave

4.6.11 Authority levels for annual leave will be determined locally by Area Commanders/Departmental heads. A period of leave should not normally exceed 21 days. However, any requests for leave of 21 days or more in one period will require the permission and endorsement of a member of a Departmental management team (Chief Inspector/MB level authority).

4.6.12 Requests will normally be granted on the basis of "first come, first served", except at times of urgent operational need when they will be gathered and prioritised. Requests for long holidays (e.g. over two weeks' duration) may need to be refused at peak holiday times, such as school holidays or Christmas, to ensure that all staff are given the opportunity to take leave within these periods. If refused, reasons will be recorded on the member of staff's DMS leave record.

4.6.13 In authorising annual leave line managers must ensure that leave allocation is balanced and fair for all staff. Managers must encourage staff to take their full allocation of leave within the leave year and must plan to prevent the situation where accrued leave is taken by large numbers of staff at the end of March in order to "use it up".

4.6.14 From time to time situations may arise where leave requests clash. Where this occurs consultation should take place amongst the affected parties and to obtain a resolution the following criteria may be considered (in no particular order):

- Any childcare/primary care responsibilities the member of staff may have
- Children and school holidays
- Identification of a significant family occasion e.g. wedding, anniversary, birthday
- Previous holiday allocation (i.e. did one of the members of staff have this period of leave last year and therefore would it be justifiable to offer it to the another this year?).

Appeals procedure

4.6.15 Any member of staff that is unhappy about the allocation and approval of annual leave, may appeal in writing to their Area Commander/Department Head. In exceptional circumstances there may be referral to the Head of Territorial Policing/Head of Directorate or a member of ACPO for adjudication. Their decision will be final and will not be subject to further appeal.

4.7 Carry over and bringing forward of leave

4.7.1 Members of staff should take their allocated annual leave entitlement within the leave year unless there are exceptional circumstances that prevent this.

4.7.2 Carry over: Exceptionally, up to 5 days leave (pro-rata for part – time staff) may be carried over to the following year (e.g. for "holidays of a lifetime or other special event) with the

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authorisation of line managers at Chief Inspector or MB equivalent. Any unused leave will be regarded as lost, so it is important that annual leave is planned and managed down to the appropriate level.

- 4.7.3** In exceptional circumstances, where leave has not been permitted due to operational exigencies, (or because absence due to sickness, maternity or suspension has prevented the utilisation of leave entitlement) with the authorisation of line managers at Chief Inspector or MB equivalent, more than 5 days leave may be carried forward.
- 4.7.4** In some circumstances, it may be the case that an Officer or member of staff reaches the end of the leave year with a small annual leave balance of hours which equates to less than a half day of leave. Where this is the case, the balance will automatically be carried forward into the following year and does not need to form part of any other agreed carry forward.
- 4.7.5 **Bringing forward:**** Up to 5 days leave (pro-rata for part-time staff) may be brought forward from the next leave year to the current leave year with the authorisation of line managers at Chief Inspector or MB equivalent level. A corresponding reduction will be made to the leave entitlement of the following leave year. It is very important, when considering such a request, that the statutory minimum annual leave entitlement is not breached in the following year in which the reduction is made.
- 4.7.6** Care should be exercised when considering requests for carry over/bringing forward annual leave to avoid precedents being set that could not be accommodated in all parts of the Constabulary. The Health & Safety implications of staff forgoing leave in one year for the next should also be considered.
- 4.7.7** All approved carry over/brought forward leave must be recorded on ORIGIN DMS to ensure accurate records are maintained, updated and monitored for consistency.

4.8 Sickness and Annual Leave

4.8.1 Entitlement

Annual leave will accrue throughout any sick leave period, regardless of the length of the sickness absence. All members of staff who have been off work long-term due to sickness may take their leave entitlement on return to work even if that means carrying over all accrued annual leave to the next year.

4.8.2 Reclaiming annual leave

An employee does not have the legal right for annual leave to be reinstated, except where failure to do so would leave the employee with less than the statutory minimum leave entitlement (pro rata for part time staff) for the relevant leave year (excluding any carry forward)¹. Where this is the case, the maximum amount that the employee is legally allowed to recover would be no more than to ensure the annual entitlement does not go below the statutory minimum.

¹ Statutory leave is currently 28 days, inclusive of 8 days Bank Holidays; this means that a maximum of 20 days is considered for reinstatement.

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Where no legal entitlement exists, Line Managers may apply discretion to reinstate annual leave and in all cases, advice will be sought from the HR Manager to ensure consistency and fairness in the application of this procedure.

In order for any period of leave, whether statutory or not, to be considered for reinstatement the member of staff must:

- Notify their line manager on the first day of sickness in accordance with the provisions of the Attendance Management procedure;
- Supply the line manager with a medical certificate from a registered medical practitioner to cover the period in question as soon as reasonably practicable.

Staff should note that merely stating they were unwell will not automatically mean that leave reinstatement will take place and that self certification procedures outlined in the Attendance Management procedure will not apply when considering reinstatement.

If an individual was on leave in a foreign country, they should obtain confirmation from the examining doctor to provide to their GP upon their return. If the illness would have prevented them from attending work the GP may issue a medical certificate, which will allow the individual to have their statutory leave reinstated.

4.9 Maternity and Annual Leave

Statutory and contractual annual leave will accrue throughout the maternity leave period.

Any annual leave entitlement may be taken prior to commencement of maternity leave. However, it is expected that any accrued annual leave will be taken directly after the maternity leave, and before returning to work.

If the woman does not have an opportunity to take the accrued annual leave within the leave year, the statutory and contractual element of the leave may be carried forward and taken directly after the maternity leave.

If organisational needs require the individual to return straight from maternity leave, then it will be possible to spread the accrued leave throughout the leave year with Line Manager/HR Manager approval.

If the woman does not return to work and as a consequence takes more annual leave than that to which she is entitled this will be reclaimed through payroll.

4.10 Suspension and Annual Leave

Members of staff who are suspended from duty are still entitled to accrue annual leave entitlement whilst suspended. Providing they seek permission from the appropriate authority in accordance with this procedure, any such leave may then be taken.

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4.11 Entitlement on leaving the Constabulary

- 4.11.1** All members of staff leaving the Constabulary are entitled to annual leave pro-rata to the completed weeks/months worked.
- 4.11.2** All annual leave entitlement should be exhausted before an agreed leaving date unless there are exceptional operational circumstances that prevent this. Payment will be made in respect of the proportion of annual leave days that remain untaken on the date of termination. Where a member of staff has taken more annual leave than he/she is entitled to at the date of termination this will be reclaimed through payroll.
- 4.11.3** Police officers leaving the Constabulary and re-joining under the 30+ retention scheme must take all their annual leave entitlement before their last day of service.
- 4.11.4** Staff that transfer or accept a secondment to another force must take all their accrued annual leave entitlement before their last day with Cambridgeshire Constabulary. They must not assume that it may be carried forward to the next employing organisation, or assume that booked leave will be honoured.
- 4.11.5** Staff should also manage down any accrued rest days or time due, before leaving the Constabulary (refer to the Rest Day & Time Due Policy).

4.12 Working during Annual Leave

4.12.1 Recall from Annual Leave

It is important that annual leave is planned properly and that members of staff have the opportunity to take leave for their health, well-being and performance. Staff should only be recalled from annual leave in exceptional circumstances, because of operational exigencies of the service.

4.12.2 Compensation for Police Officers recalled from annual leave

Police Regulation 33, Annex O (paragraph 5a and 5b) sets out the compensation that shall apply to officers below the rank of Superintendent. PNB Circular 03/15 records that this compensation also applies when officers are recalled from pre-booked or scheduled annual leave.

Officers recalled from a period of three or more days' absence from duty, at least one of which is annual leave, are entitled to:

- i)** if he was so recalled to duty for 1 or 2 days (whether or not in the latter case those days formed a single period), an additional 2 days annual leave (or, if the member so choose, 1 day's annual leave and 1 day's pay at double time) in lieu of each such day for which he was so recalled; or
- ii)** if he was so recalled to duty for 3 or more days (whether or not forming a single period), 2 days' annual leave (or, if the member so choose, 1 day's annual leave and 1 day's pay at double time) in lieu of each of the first 2 such days for which he was so recalled, and 1 ½

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days' annual leave (or, if the member so choose, 1 day's annual leave and ½ day's pay at double time) in lieu of each such day for which he was so recalled thereafter.

This applies to a period of absence from duty of 3 or more days, where at least one of those days is a day of annual leave and the other days, if not days of annual leave, are rostered rest days, days taken off in lieu of overtime, public holidays (or days taken off in lieu thereof) or monthly leave days, or any combination thereof.

4.12.3 Police Staff

There is no provision for police staff to be re-called from annual leave.

4.13 Bank/Public Holidays

4.13.1 General

The Constabulary allows leave for eight statutory bank holidays, pre-determined by the UK Government, as follows:

New Year's Day
Good Friday
Easter Monday
May Day
Spring Bank Holiday
August Bank Holiday
Christmas Day
Boxing Day

4.13.2 All members of staff are entitled to take these holidays in addition to their annual leave entitlement, and unless directed otherwise e.g. shift workers, will take the holidays on the designated day.

4.13.3 For police officers a bank holiday equals 8 hours and for police staff 7.4 hours. This entitlement should be calculated on a pro-rata basis for members of staff that work part-time hours (see paragraph 13.4 for examples of calculations); and on actual hours for members of staff that work variable shift/flexible working arrangements.

Example: if a police officer, working a 10 hour shift pattern, takes a days' Bank Holiday he/she must either deduct 2 hours from their annual leave entitlement or time due balance. This principle would also apply to police staff who work a variable shift arrangement.

4.13.4 For the purpose of calculating the pay of police staff shift workers, the definition of when a bank holiday begins and ends is 06.00 hours to 05.59 hours. For police officers a bank holiday normally begins at 06.00 hours except for those working variable shift arrangements.

4.13.5 Bank Holidays as Religiously Observed

Of the eight statutory bank holidays, four are there to celebrate Christian Holy days. The Constabulary recognises, however, that certain staff may wish to observe alternative

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religious festivals/celebrations and choose to re-allocate the four Christian based bank holidays i.e. Christmas Day, Boxing Day, Good Friday and Easter Monday (in lieu of Easter Sunday).

All members of staff will be invited to make an election on joining; and existing officers and staff will be required to make their election to change in advance of the leave year, with at least three months notice where possible*.

Officers and staff must advise their line manager, in writing, of which of the four Christian bank holidays they wish to re-allocate, and the recognised religious/faith-based days they want to nominate as alternatives. They will not be allowed to change the alternative Holy/Faith days nominated each year. The re-allocated days must be designated as bank/public holidays and recorded as such on the DMS and ORIGIN systems. They will be included in the 8 day bank/public holiday allocation.

All members of staff that are required to work on their re-designated bank holidays will be entitled to compensation in accordance with the Police Regulations or Staff Handbook as appropriate. Where those members of staff work on the Christian bank holidays they will receive normal rates of pay. If the bank holiday was a rostered rest day it would be taken as a rest day.

* Some religious festivals are not known three months in advance and this should be considered when requests are made.

Staff must seek management agreement as to where and under whose supervision they will work on bank holidays. Managers must consider the health and safety issues especially if the member of staff's normal place of work is at a location that would otherwise be "closed" (please refer to the Lone Working Policy).

4.13.6 Police Bank Holidays

A 'Police' Bank Holiday is defined as one which mirrors the provision within the Police Regulations regarding when 25 December, 26 December or 1 January fall upon a Saturday or Sunday. In these instances, eligible Police Staff will be entitled to both the 'Police' Bank Holiday and the relevant re-designated statutory bank holiday. Where staff would not normally work at the weekend, they will be able to take the Police Bank Holiday after it has occurred, but must do so within three months. For further details see Appendix C.

4.13.7 Bank Holidays and Part time working

Police Staff

Police Staff that work part-time hours are entitled to public/bank holidays on a pro-rata basis. Entitlement is calculated as follows:

$$\frac{\text{Weekly part-time hours}}{37} \times \text{Full-time entitlement in hours} \quad (7.4 \times \text{number of public/ bank holidays in year})$$

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Example: member of staff working 30 hours a week:

$$\frac{30}{37} \times 59.2 \text{ (i.e. } 7.4 \times 8) = \frac{1776}{37} = 48 \text{ hours entitlement}$$

Calculations should be made at the beginning of the leave year and offset against the scheduled hours of work on each public/bank holiday.

In some cases, the entitlement may exceed the scheduled working hours on public/bank holidays (e.g. where Monday is a "free/non-working day"). Any such surplus hours may be added to the Annual Leave entitlement/flexi leave.

Where the entitlement falls short of the number of hours needed to take leave on the relevant public/bank holidays, the deficit may be made up with flexi/Annual Leave **or** arrangements may be made to make up the hours at some other time.

Police Officers

Police Officers that work part-time also need to have the entitlement to public/bank Holidays pro-rated. The following calculation should be used in all cases:

$$\frac{\text{Weekly part-time hours}}{40} \times \text{Full-time entitlement in hours} \quad (8 \times \text{number of public/ bank holidays in year})$$

Example: officer working 32 hours a week:

$$\frac{20 \times 64 \text{ (i.e. } 8 \times 8)}{40} = \frac{1280}{40} = 32 \text{ hours entitlement}$$

Calculations should be made at the beginning of the leave year in hours. Depending on shift patterns for officers, the hours will need to be offset accordingly. In some cases, the entitlement may exceed the scheduled working hours on Public/ Bank Holidays. Where there is a surplus or deficit in hours, this time must either be taken (TOIL) or made up as necessary.

The following examples are given based on an officer working 20 hours per week, therefore being entitled to 32 hours of public holidays (4 hours per occasion, assuming working days are of equal length):

- a) If the public holiday is worked, then this should be paid as normal (no deficit/surplus in hours).
- b) If the public holiday falls on a duty day (8 hours) and the individual is **not** required to work, they are only entitled to 4 hours of the holiday, and 4 hours will need to be made up during the shift pattern.
- c) If the public holiday falls on a free day, the individual will be entitled to 4 hours time off, which should be taken during the shift pattern.
- d) If the public holiday falls on a rest day, then 4 hours can be taken off (during shift pattern), or the rest day can be moved (which would mean having 4 hours for the public holiday off and make up 4 hours).

NOT PROTECTIVELY MARKED

4.14 Secondments and Annual Leave

Seconding organisations should keep records of the annual leave taken and approved for seconded staff. Staff should, as far as practicable, return to force having taken their pro-rata entitlement.

4.15 Career Breaks and Annual Leave

Periods of unpaid leave will affect the relevant year's entitlement and will not count towards the next increase in entitlement.

5.0 Associated Procedures

- Flexible Working
- Discretionary Leave
- Maternity & Childcare leave
- Rest Days and Time Due
- Career Break
- Secondments

6.0 Related Documents

- Police Regulations 2003
- PNB Circulars
- Home Office Circulars
- Police Staff Handbook

7.0 Co-operation and Assistance

The Constabulary does not require the co-operation of any outside agency to implement this procedure.

NOT PROTECTIVELY MARKED

Appendix A

Police Officers entitlements

Constables, Sergeants, Inspectors and Chief Inspectors

Entitlement on Appointment (based on full time hours)

Reckonable service	< 2 years		2 – 9 years		10 – 14 years		15 – 19 years		20+years	
	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours
Appointment on										
April 1st	22	176	25	200	27	216	28	224	30	240
April 2nd – May 1st	20	161.3	23	183.3	25	198	26	205.3	28	220
May 2nd - June 1st	18	146.7	21	166.7	23	180	23	186.7	25	200
June 2nd – July 1st	17	132	19	150	20	162	21	168	23	180
July 2nd – Aug 1st	15	117.3	17	133.3	18	144	19	149.3	20	160
Aug 2nd – Sept 1st	13	102.7	15	116.7	16	126	16	130.7	18	140
Sept 2nd – Oct 1st	11	88	13	100	14	108	14	112	15	120
Oct 2nd – Nov 1st	9	73.3	10	83.3	11	90	12	93.3	13	100
Nov 2nd – Dec 1st	7	58.7	8	66.7	9	72	9	74.7	10	80
Dec 2nd – Jan 1st	6	44	6	50	7	54	7	56	8	60
Jan 2nd – Feb 1st	4	29.3	4	33.3	5	36	5	37.3	5	40
Feb 2nd – March 1st	2	14.7	2	16.7	2	18	2	18.7	3	20
March 2nd – March 31st	0	0	0	0	0	0	0	0	0	0

Entitlement on leaving (based on full time hours)

Reckonable service	< 2 years		2-9years		10 – 14 years		15 – 19 years		20+years	
	Days	Hours	Days	Hours	Days	Hours	Days	Hours	Days	Hours
Last day of service										
April 1st - April 29th	0	0	0	0	0	0	0	0	0	0
April 30th - May 30th	2	14.7	2	16.7	3	18	3	18.7	3	20
May 31st - June 29th	4	29.3	4	33.3	5	36	5	37.3	5	40
June 30th - July 30th	6	44	6	50	7	54	7	56	8	60
July 31st - Aug 30th	7	58.7	8	66.7	9	72	9	74.7	10	80
Aug 31st - Sept 29th	9	73.3	10	83.3	11	90	12	93.3	13	100
Sept 30th - Oct 30th	11	88	13	100	14	108	14	112	15	120
Oct 31st - Nov 30th	13	102.7	15	116.7	16	126	16	130.7	18	140
Nov 31st - Dec 30th	15	117.3	17	133.3	18	144	19	149.3	20	160
Dec 31st - Jan 30th	17	132	19	150	20	162	21	168	23	180
Jan 31st - Feb 27th (28th in Leap Year)	18	146.7	21	166.7	23	180	23	186.7	25	200
Feb 28th/29th - March 30th	20	161.3	23	183.3	25	198	26	205.3	28	220
31st March	22	176	25	200	27	216	28	224	30	240

NOT PROTECTIVELY MARKED

Increase in entitlement

Reckonable service Date of change	2 years		10 years		15 years		20+years	
	Days	Hours	Days	Hours	Days	Hours	Days	Hours
April	25	200	27	216	28	224	30	240
May	25	198	27	214.7	28	223.3	30	238.7
June	24	196	27	213.3	28	222.7	30	237.3
July	24	194	27	212	28	222	30	236
Aug	24	192	26	210.7	28	221.3	29	234.7
Sept	24	190	26	209.3	28	220.7	29	233.3
Oct	24	188	26	208	28	220	29	232
Nov	23	186	26	206.7	27	219.3	29	230.7
Dec	23	184	26	205.3	27	218.7	29	229.3
Jan	23	182	26	204	27	218	29	228
Feb	22	180	25	202.7	27	217.3	28	226.7
March	22	178	25	201.3	27	216.7	28	225.3

Entitlement in year of promotion to Superintendent

Reckonable service Date of promotion	2 - 5 years	5 – 10 years	10 – 15 years	15 – 20 years	20+year
April	31 days	31 days	31days	31 days	31 days
May	30 days	30 days	31 days	31 days	31 days
June	30 days	30 days	30 days	31 days	31 days
July	30 days	30 days	30 days	30 days	31 days
Aug	29 days	29 days	30 days	30 days	31 days
Sept	28 days	28 days	29 days	30 days	31 days
Oct	28 days	28 days	29 days	30 days	31 days
Nov	27 days	27 days	29 days	29 days	30 days
Dec	27 days	27 days	28 days	29 days	30 days
Jan	27 days	27 days	28 days	29 days	30 days
Feb	26 days	26 days	28 days	29 days	30 days
March	25 days	25 days	27 days	28 days	30 days

NOT PROTECTIVELY MARKED

Annual Leave entitlement in hours for federated ranks

Years' service	Less than 2 years'	2 – 9 years'	10 – 14 years'	15 – 19 years'	20 years' +
Weekly hours of work					
40	176	200	216	224	240
39	171.6	195	210.6	218.4	234
38	167.2	190	205.2	212.8	228
37	162.8	185	199.8	207.2	222
36	158.4	180	194.4	201.6	216
35	154	175	189	196	210
34	149.6	170	183.6	190.4	204
33	145.2	165	178.2	184.8	198
32	140.8	160	172.8	179.2	192
31	136.4	155	167.4	173.6	186
30	132	150	162	168	180
29	127.6	145	156.6	162.4	174
28	123.2	140	151.2	156.8	168
27	118.8	135	145.8	151.2	162
26	114.4	130	140.4	145.6	156
25	110	125	135	140	150
24	105.6	120	129.6	134.4	144
23	101.2	115	124.2	128.8	138
22	96.8	110	118.8	123.2	132
21	92.4	105	113.4	117.6	126
20	88	100	108	112	120
19	83.6	95	102.6	106.4	114
18	79.2	90	97.2	100.8	108
17	74.8	85	91.8	95.2	102
16	70.4	80	86.4	89.6	96
15	66	75	81	84	90
14	61.6	70	75.6	78.4	84
13	57.2	65	70.2	72.8	78
12	52.8	60	64.8	67.2	72
11	48.4	55	59.4	61.6	66
10	44	50	54	56	60
9	39.6	45	48.6	50.4	54
8	35.2	40	43.2	44.8	48
7	30.8	35	37.8	39.2	42
6	26.4	30	32.4	33.6	36
5	22	25	27	28	30
4	17.6	20	21.6	22.4	24

NOT PROTECTIVELY MARKED

Appendix B

Police Staff

Entitlement on appointment

Reckonable service SO2 and below Reckonable service MB/IT Appointment on	Less than 5 years		5 – 10 years		10 – 15 years		15 years +	
	Days	Hours	Days	Hours	Days	Hours	Days	Hours
April 1st	23	170.2	28	207.2	29	214.6	30	222
April 2nd – May 1st	21	156	26	189.9	27	196.7	28	203.5
May 2nd - June 1st	19	141.8	23	172.7	24	178.8	25	185
June 2nd – July 1st	17	127.6	21	155.4	22	160.9	23	166.5
July 2nd – Aug 1st	15	113.5	19	138.1	19	140.1	20	148
Aug 2nd – Sept 1st	13	99.3	16	120.9	16	125.2	18	129.5
Sept 2nd – Oct 1st	11	85.1	14	103.6	14	107.3	15	111
Oct 2nd – Nov 1st	10	70.9	12	86.3	12	98.4	13	92.5
Nov 2nd – Dec 1st	8	56.7	9	69.1	10	71.5	10	74
Dec 2nd – Jan 1st	6	42.5	7	51.8	7	53.6	8	55.5
Jan 2nd – Feb 1st	4	28.4	5	34.5	5	35.8	5	37
Feb 2nd – March 1st	2	14.2	2	17.3	2	17.9	3	18.5
March 2nd – March 31st	0	0	0	0	0	0	0	0

Entitlement on leaving

Reckonable service (SO2 and below) Reckonable Service (MB) Date of leaving	Less than 5 years		5 – 10 years		10 – 15 years		15 + years	
	Days	Hours	Days	Hours	Days	Hours	Days	Hours
April 1st - April 29th	0	0	0	0	0	0	0	0
April 30th - May 30th	2	14.2	2	17.3	2	17.9	3	18.5
May 31st - June 29th	4	28.4	5	34.5	5	35.8	5	37
June 30th - July 30th	6	42.5	7	51.8	7	53.6	8	55.5
July 31st - Aug 30th	8	56.7	9	69.1	10	71.5	10	74
Aug 31st - Sept 29th	10	70.9	12	86.3	12	89.4	13	92.5
Sept 30th - Oct 30th	11	85.1	14	103.6	14	107.3	15	111
Oct 31st - Nov 30th	13	99.3	16	120.9	17	125.2	18	129.5
Nov 31st - Dec 30th	15	113.5	19	138.1	19	140.1	20	148
Dec 31st - Jan 30th	17	127.6	21	155.4	22	160.9	23	166.5
Jan 31st - Feb 27th (28th in Leap Year)	19	141.8	23	172.7	24	178.8	25	185
Feb 28th/29th - March 30th	21	156	26	189.9	27	196.7	28	203.5
March 31st	23	170.2	28	207.2	29	214.6	30	222

NOT PROTECTIVELY MARKED

Increase in entitlement due to number of years' service

Reckonable service (SO2 and below)	5 years		10 years		15 years	
	Days	Hours	Days	Hours	Days	Hours
April 1st	28	207.2	29	214.6	30	222
April 2nd – May 1st	28	204.1	29	214	30	221.4
May 2nd - June 1st	27	201	29	213.4	30	220.7
June 2nd – July 1st	27	197.9	29	212.7	30	220.1
July 2nd – Aug 1st	26	194.8	29	212.2	30	219.5
Aug 2nd – Sept 1st	26	191.8	29	211.5	30	218.9
Sept 2nd – Oct 1st	26	188.7	29	210.9	30	218.3
Oct 2nd – Nov 1st	25	185.6	28	210.3	29	217.7
Nov 2nd – Dec 1st	25	182.5	28	209.7	29	217.1
Dec 2nd – Jan 1st	24	179.4	28	209	29	216.4
Jan 2nd – Feb 1st	24	176.4	28	208.4	29	215.8
Feb 2nd – Mar 1st	23	173.3	28	207.8	29	215.2
Mar 2nd – Mar 31st	23	173.3	28	207.8	29	215.2

Entitlement in year of promotion to MB grade

Reckonable service	Less than 5 years		5 – 10 years		10+ years	
	Days	Hours	Days	Hours	Days	Hours
April 1st	28	207.2	29	214.6	30	222
April 2nd – May 1st	28	204.1	29	214	30	221.4
May 2nd - June 1st	27	201	29	213.4	30	220.7
June 2nd – July 1st	27	197.9	29	212.7	30	220.1
July 2nd – Aug 1st	26	194.8	29	212.2	30	219.5
Aug 2nd – Sept 1st	26	191.8	29	211.5	30	218.9
Sept 2nd – Oct 1st	26	188.7	29	210.9	30	218.3
Oct 2nd – Nov 1st	25	185.6	28	210.3	29	217.7
Nov 2nd – Dec 1st	25	182.5	28	209.7	29	217.1
Dec 2nd – Jan 1st	24	179.4	28	209	29	216.4
Jan 2nd – Feb 1st	24	176.4	28	208.4	29	215.8
Feb 2nd – Mar 1st	23	173.3	28	207.8	29	215.2
Mar 2nd – Mar 31st	23	173.3	28	207.8	29	215.2

NOT PROTECTIVELY MARKED

Appendix C

"POLICE" BANK HOLIDAYS (Police Staff)

1. A 'police' bank holiday is defined as one which mirrors the provision within Police Regulations regarding when 25th December, 26th December or 1st January fall upon a Saturday or Sunday. In these instances eligible Police Staff (see 2. below) will be entitled to both the 'police' bank holiday and the relevant deferred statutory bank holiday.
2. A member of Police Staff (including Management Band and Senior Managers) who is employed by the Constabulary on a contract of employment at the time a 'police' bank holiday occurs will be entitled to appropriate 'police' bank holiday leave except where they are on unpaid leave at the time. Any references to 'eligible' Police Staff below should be read in conjunction with this paragraph.
For example: 25th December 2004 was a Saturday and the government has therefore declared Monday 27th December 2004 to be the statutory bank holiday in respect of Christmas Day. On this occasion eligible Police Staff had an entitlement to 25th December as a 'police' bank holiday and 27th December as a 'statutory' bank holiday.
3. Details of any 'police' bank holidays each leave year will be published by the HR Department in General Orders no later than the preceding March.
4. Where the 'police' bank holiday falls upon a rostered rest day eligible Police Staff are entitled to have the rest day re-rostered to another day. (See Police Staff Handbook Annex 2).
5. For part-time/job-share Police Staff the entitlement to 'police' bank holiday leave is calculated on a pro-rata basis. The formula to be applied is:-

$$\frac{\text{Contracted weekly part-time hours}}{37} \times \text{full-time entitlement in hours (7.4 x no. of 'police' bank holidays in the year)}$$

This calculation should be done at the beginning of each leave year (1st April) and the resulting entitlement (rounded to the nearest hour - up if 0.5 or above or down if less than 0.5) recorded.

Where a 'police' bank holiday is taken as leave, the hours taken off must be deducted from the annual entitlement.

In some cases this process may result in an individual having insufficient hours of entitlement to cover all the leave they need to take on 'police' bank holidays. In such circumstances accrued flexi-time and/or annual leave will need to be used to make up the leave to be taken. Alternatively, and only by agreement with the line manager, it may be possible to work an alternative full/part day/shift to offset the deficit. Any surplus hours will not be paid but be added to flexi-time accrued or the annual leave entitlement.

6. For part-time/job-share staff computerised or manual records must detail 'police' bank holiday leave separately from other leave entitlements as it will vary from year to year.
7. There is no entitlement to anticipate leave due as a result of 'police' bank holidays.

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8. There is no entitlement to carry forward any 'time owing' arising from this agreement to the following leave year.
9. Payments for working a 'police' bank holiday are as per those for working on a statutory bank holiday (see Annex 2 of the Police Staff Handbook of Terms and Conditions). For ease of reference these are summarised as follows:
 - (i) Where a member of staff works on a 'police' bank holiday which, had the day not been a 'police' bank holiday, would have been part of their normal pattern of hours, then in addition to their normal pay they are entitled to receive payment at plain time for all time worked (i.e this amounts to 'double' time in total). They will also be entitled to relevant time off in respect of the police 'bank' holiday at a later date. [NB: In the case of part-time/job-share staff, this leave will be deducted from their annual allowance calculated as per para.5 above].
 - (ii) Where a member of staff works on a 'police' bank holiday which falls on a rest day, then they will be entitled to:
 - a) in addition to their normal pay, payment at plain time for all time worked (i.e. this amounts to 'double' time in total).
 - b) the re-allocation of the rest day to another day
 - c) relevant time off in respect of the police 'bank' holiday at a later date. [NB: In the case of part-time/job-share staff, this leave will be deducted from their annual allowance calculated as per para. 5 above].
 - (iii) Where a part-time/job-share member of staff works on a 'police' bank holiday which falls on a 'non-working' day, then they will be entitled to:
 - a) payment at 'double' time for all time worked
 - b) time off in respect of the police 'bank' holiday at a later date which is deducted from their annual allowance calculated as per para. 5 above.
10. Management Band, and Senior Managers are not entitled to additional payments for working on a 'police' bank holiday. In such circumstances full-time staff amongst these groups should be granted another day off in respect of the 'police' bank holiday while part-time/job-share staff will have been advised of their pro-rata entitlement to 'police' bank holiday leave under paragraph 5 above.
11. A 'police' bank holiday will not be re-allocated if a member of Police Staff is absent on the day due to sickness.