

NOT PROTECTIVELY MARKED

Discretionary Leave Procedure

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1.0 Introduction

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 circumstances. It provides a framework for the utilisation of discretionary leave to ensure that police officers and police staff are supported when they need to fulfil other obligations and commitments outside normal duties.

In exceptional circumstances, it may be necessary to override the procedure(s). Staff **MUST** discuss their intended actions with a supervisor. Where this occurs details **MUST** be recorded and submitted to the author of this procedure document.

It MUST NOT be assumed that printed copies of this document are current; please refer to the policy library for the published version.

2.0 The Procedure

2.1 Granting of leave

Line managers of at least Inspector rank/SO grade may grant up to 2 working days (total paid and unpaid) for any period of leave for a purpose under this policy. Chief Inspector/MB Grade authority will be required for any periods beyond 2 days up to a total absence of 10 working days in any rolling calendar year.

Superintendent/MB2 level authority will be required for time off beyond this level, unless the appropriate Superintendent/MB2 manager has made alternative local arrangements or determined that authority levels may be reduced for certain types of leave or for specific individuals.

2.1.2 Authorising appointments to specific roles

Where applicable, the authorising level for any specific role is shown in the relevant section.

2.1.3 Standard

Any failure to comply with a published policy or procedure may be considered a breach of the Police Code of Conduct or, be considered misconduct or gross misconduct and result in disciplinary action.

3 Categories of Leave

3.1 Family

3.1.1 Bereavement

Reasonable paid time off will be granted in the event of the death of a close relative. For the purposes of this policy, a close relative is defined as one of the following: -

Spouse or live-in Partner (of opposite and same sex)
Parent; grandparent; guardian;
Son; daughter; sister; brother.

(The leave may be granted for other relations where the nature of the relationship is sufficiently close to merit it.)

Individual circumstances e.g. any sole/joint responsibility for funeral arrangements, the location of the funeral, etc., should be taken into account in determining the amount of paid leave to be granted.

A maximum of 5 days paid leave will normally be granted. Where there are particularly distressing circumstances additional leave (paid or unpaid) may be granted or, where they are unable to return to work due to associated illness, to advise staff to visit their GP.

3.1.2 Additional time off for mourning in accordance with religious faiths

Some faiths require close relatives to make often complex arrangements within a limited time frame, sometimes as little as 24 hours, and to observe a period of up to 40 calendar days mourning in total from the date of the death.

Where this is the case, in addition to the 5 days paid leave, line managers should sympathetically consider requests for up to 15 days annual leave (pro rata for part-time staff) to be given. Up to five days of this may be anticipated from the following leave year's allowance where necessary.

A further period of unpaid leave can also be granted to allow for the required period of mourning. While managers should make every effort to accommodate such requests, agreement to any period over and above 5 days is subject to operational exigencies. However, before any refusal of such leave, specific cases should be discussed with the local SMT to ensure that such a decision can be justified and no further measures can be considered to seek to allow religious observance.

3.1.3 Time off for dependants (short-term)

A dependant is a spouse/partner (of opposite or same sex), a child or parent or a person who lives in the same household as the employee (excluding someone who is an employee, tenant, lodger or boarder). It may also include someone who reasonably relies on the employee for assistance. The legal right generally is to make arrangements for the provision of care not necessarily to provide it personally.

Cambridgeshire Constabulary will therefore allow a small amount of paid or unpaid leave (as a guide, 1 or 2 days per occasion) in the following circumstances:-

- Due to illness, injury or death
- Due to unexpected breakdown of childcare arrangements
- Due to unexpected eventualities happening to children at school or during school hours

3.1.4 Time off for dependants (long-term/terminal illnesses)

Managers should consider sympathetically requests for longer-term leave to care for close relatives, (as defined under 2.1.1 above), who are sick, particularly when a life-threatening illness has been identified.

Up to 7 days compassionate paid leave may be granted for this purpose in any one year. If further leave (paid or unpaid) is required beyond this 7 days, managers should take into account all circumstances, including, but not limited to the nature of the relationship, the nature of the illness, the availability of other relatives to provide care and the location of the sick relative. Managers should endeavour to accommodate the needs by measures such as adjusting shift patterns.

Where another facility exists for taking paid time off, such as rest days/annual leave, flexi-leave/change of shift, managers may require some or all of these entitlements to be used.

In some instances, staff may need to be signed off as medically unfit to work, where the relative's illness is causing undue stress, which would render the member of staff unable to work, regardless of any other help available.

In extreme cases, a career break may need to be considered.

3.2 Domestic crises

Other personal domestic crises requiring immediate attention, such as for example fire, flooding, burglary, should be dealt with by the use of flexi/change of shifts, annual leave, or unpaid leave, except where an employee is called home part way through a working day to deal with

such an eventuality, when the rest of the shift/attendance may be regarded as paid leave.

3.3 Removal of home (Police Officers)

Up to 3 days paid leave may be granted by the Assistant Chief Constable (ACC) to Police Officers who are required by the Force to move home or quarters. The amount of leave granted will depend upon specific circumstances, which should be detailed by the Officer in writing to the ACC. Requests should be directed via the immediate line manager.

3.4 Medical

Cambridgeshire Constabulary recognises the importance of the health and welfare of its members of staff.

Whilst standard practice is that wherever possible, personal, medical, dental, or optician's appointments should be attended in the member of staff's own time, it is recognised that, on occasions, some appointments, which coincide with their working day, will be unavoidable.

It should be noted that, as individual circumstances and situations vary, there must be flexibility on implementation, and managers should use their discretion.

Managers may ask to see documentary evidence of such appointments.

3.4.1 Disability Related Leave

Disability Related Leave might be granted in a number of circumstances. These may include:

- Where a person becomes disabled whilst employed by the Constabulary and is given time off work to allow them to adjust to their disability.
- Time off for treatment for a disability e.g. to see a stress counsellor or to have physiotherapy.
- Time away from work to attend rehabilitation, assessment or training in how to manage the disability
- Time to attend counselling relating to the disability

It is reasonable that people are allowed this type of leave as it is part of managing their disability and plays an important part in keeping them fit for their role. Disability Related Leave may be considered a reasonable adjustment.

Disability Related Leave is leave with pay. The amount of leave will be subject to medical advice and will be agreed in advance by the line manager. Flexible working may also be considered.

Disability Related Leave is not the same as sickness absence and it should be recorded separately from sickness absence.

Disability Related Leave will not be counted for attendance management procedures, sick pay, against annual leave entitlement or in consideration for promotion, secondment, CRTP, SPP or redundancy.

3.4.2 Emergency Hospital/Dental treatment

Staff requiring emergency hospital or dental treatment should advise their manager at the earliest opportunity. Paid leave will be granted unless the absence is of one day or more, in which case, the absence would be regarded as sickness.

3.4.3 Scheduled appointments

Hospital, doctor, dentist and other medical appointments should be, wherever possible, made for/taken outside normal working hours.

Where this is not possible:-

a) Unpaid leave

Unpaid leave will apply for all scheduled dental appointments; for hospital and doctor visits, it will apply for those that are diagnostic or exploratory in nature, including blood tests. Flexi-time/rescheduling of rest days/change of shifts etc. may be used as an alternative to unpaid leave.

b) Paid leave

Paid leave may be given for any part-day absences for medical (not dental) treatment (a psychological or physical intervention not the prescription of drugs only) to resolve a medical problem or prevent it recurring and only where such treatment cannot be undertaken outside working hours.

Treatment such as psychotherapy, osteopathy, radiotherapy, chemotherapy and dialysis would normally be paid, where the individual is unable to undertake the treatment outside working hours. This would also include participation in medical trials which are directly linked to a member of staff's medical condition where treatment is not currently available.

However, where such interventions involve a course of treatment, which requires a number of absences during working hours, a combination of paid and unpaid leave may be applied, taking into account, for example, the number of visits likely to be required and the significance of the treatment to the ability to carry out normal duties.

Post-operative/treatment checks and/or therapy would normally be paid.

Please note that full day absences for any treatment would be classified as sickness absence.

Paid leave may be granted, if necessary, for programmed cancer screening or any workplace screening. This would include any programmed treatment for life threatening illnesses.

3.4.4 Voluntary donation of organs/blood/bone marrow

Donations covered in this section are those that will directly affect the health of another person.

Blood donations may be made in working time, where the location and timing of the donation would not cause an unreasonably long and /or inconvenient absence.

Time off for donation of organs/bone marrow would be regarded as compassionate leave for up to seven days; should, exceptionally, the member of staff not be fully recovered after this period, any further time would be classified as sickness absence and require a medical certificate.

3.4.5 Fertility Treatments

The Force recognises that it may be necessary for male and female staff to under go treatment for fertility reasons and offers support for the various processes that may have to be considered. The following headings are offered as general guidance and are not an exhaustive list of fertility treatments that may be needed by staff.

3.4.6 IVF

A period of 3 days paid leave per leave annum will be granted to the woman under-going IVF treatment. This will be followed by 2 days unpaid leave. It is assumed that any additional time needed will be taken as unpaid leave, from the annual leave entitlement, or as flexi-time/change of shift.

It is realised that prior notice is not always possible to give due to the nature of the process. Management should therefore accommodate wherever possible the demands of the leave requested. Police Officers

and Police Staff in return are asked to communicate as soon as it is known when the leave will be needed, and be flexible in terms of meeting needs of the business.

Men may also need time off for IVF. Leave of 1 days' paid and 2 days unpaid is given in order to attend necessary appointments and offer support to their partner going through the process. Any additional time should be taken as unpaid leave/annual leave/flexi-time/change of shift.

3.4.7 Donation of Eggs

Entitlement of 2 days unpaid leave will be granted to those that are donating eggs. Any additional time needed should be taken in the individuals own time.

3.4.8 Self-initiated (elective) interventions

This would cover cosmetic surgery. Such treatment would normally, unless as a consequence of medical advice resulting from psychological or psychiatric illness, be undertaken in the individual's own time.

Where cosmetic surgery is scheduled to take place, time off work for the surgery and recommended recovery will have to be applied for and taken as annual leave or other leave (e.g. flexi, time off in lieu, rest day in lieu) and agreed with their line manager.

If a member of staff needs time off work following the agreed amount of annual leave as a consequence of illness or if complications arise, normal sick leave procedures will apply.

This would also cover participation in medical trials where staff are strongly advised to establish the likely complications of participation. Staff are expected to manage any known side affects such as headaches, nausea or tiredness. Time off work will be applied for in consultation with their line manager and taken as annual leave or other leave (e.g. flexi, time off in lieu, rest day in lieu). Should complications ensue which require further time off than agreed or is longer than the average recovery time, this will be treated as sickness absence. Normal sick leave procedures will apply.

If a member of staff wishes to participate in medical trials which are directly linked to their medical condition, please refer to point 2.10 (b).

3.5 Community

3.5.1 Volunteer Reserve Forces

Cambridgeshire Constabulary supports Police Officers and Police Staff who wish to take up membership of the volunteer reserve forces including the Royal Military Police.

Reserve Forces covered in this section are as follows - Territorial Army, the Royal Naval Reserve, the Royal Marines Reserve, The Royal Auxiliary Air Force and the Royal Air Force Volunteer Reserve.

Applications to join the Volunteer Reserve Forces, will be considered subject to an upper limitation of 1% of the total number of serving officers and 1% of the total number of Police Staff in Cambridgeshire Constabulary. Area Commanders/Department Heads can also impose a 1% limit within defined operational units, to ensure that operational effectiveness is maintained. Applications to join the High Readiness Reserve (HRR) will be considered by the Chief Constable. However due to the requirement for enhanced liability (call out anywhere in the world with a minimum of 7 days notice) the Constabulary cannot guarantee consent to join the HRR will be given.

3.5.2 Time Off Work

Where Officers and Police Staff are eligible, Cambridgeshire Constabulary will seek to accommodate requests for reasonable time off work to attend annual camps and weekend training, to a limit of 5 days paid leave and 5 days unpaid leave per annum. Staff should seek to take any further requirement within their own time.

3.5.3 Procedure for application

Any Police Officer or member of Police Staff wishing to take up (or, on appointment to the Constabulary, retain) membership of a reserve force, should make written application via their line manager to the Human Resources Manager who will establish whether the application falls within Force/any departmental limit. If it is within the limit(s), the application should be forwarded to the Area Commander/Departmental Head for consideration. If the application is approved, it should then be forwarded to the Human Resources department to enable accurate records to be maintained. The application will then be returned to the line manager/member of Police Staff/Police Officer.

It is essential that members of the Volunteer Reserve Forces advise the Human Resources department when their membership ceases due to the upper limit(s) of membership.

3.5.4 Call out

In the event that any member of staff is called up, they should show their call up papers to their line managers.

Where operational difficulties would be caused by the absence, Cambridgeshire Constabulary may apply to the adjudication officer for Officers and Police Staff to be exempt from call out in the event of a war or national emergency, peacekeeping operation or humanitarian and disaster relief operation.

Where a callout takes place either with Force agreement or as a result of the adjudication officer's decision, a post (not necessarily that held at the time of callout) will be kept open until the return of the individual.

3.5.5 Pension implications for Police Staff

In line with Local Government Pension Scheme (LGPS) Regulations 2014, if a police staff member is on Reserve Forces leave and elects to remain in the LGPS, their pension in the scheme will be worked out using their assumed pensionable pay (based on the 3 complete months prior to the leave).

Using their assumed pensionable pay ensures that they will continue to build up pension as if they were in work rather than on Reserve Forces service leave. Any pay they do receive from the Constabulary will not have pension contributions deducted from it as that pay is deemed to be non-pensionable.

Payroll will need to tell the individual the amount of basic pension contributions they and the Ministry of Defence (MoD) must pay, the amount of any additional contributions they are paying in the LGPS, and the amount of assumed pensionable pay those contributions must be collected on. The individual must pass this information on to the MoD. Their employee contributions (and any additional contributions they are paying in the LGPS) will be deducted by the MoD and paid across to the Cambridgeshire Pension Fund together with the employer contributions due.

The Human Resources department will notify payroll of any Police Staff member who is taking Reserve Forces leave (paid or unpaid) so that they can calculate the figures required.

Individuals are advised to contact Payroll if they have any queries or require further information.

3.5.6 Monitoring

The Human Resources department will maintain details of all staff who are members of the reserve forces.

3.6 Public Duties

Cambridgeshire Constabulary recognises that a Police Officer/member of the Police Staff may wish to become actively involved in carrying out various public duties. This section provides information on the rights of staff to undertake public duties. Where an appointment is appropriate, it outlines when time off from work will be granted to undertake them in accordance with legal requirements under the Employment Rights Act 1996.

3.6.1 Relevant appointments

This procedure relates to appointments in the following capacities: -

- A member of a local authority (including parish, district or county council)
- A member of a National Health Service Trust or Health Authority
- A member of a Family Practitioner Committee
- A member of the Environment Agency
- A governor of an educational establishment
- A member of the Broads Authority
- A member of a statutory tribunal (including JPs and Magistrates)

3.6.2 Eligibility to take up public duties

Police Officers

Police Officers are not covered by the relevant statute. However requests to undertake a public duty will be subject to Regulation 6 and Schedule 1 of Police Regulations 2003 which states: -

'A member of a police force shall at all times abstain from any activity which is likely to interfere with the impartial discharge of his duties which is likely to give rise to the impression amongst members of the public that it may so interfere; and in particular a member of a police force shall not take any active part in politics'.

The Chief Constable has the discretion to grant permission for an officer to undertake a public duty taking into account all circumstances. Permission to undertake a public duty will not be granted where there is a conflict of interest between the role of a Police Officer and the public duty the officer wishes to undertake. Within this restriction, appointments to local government positions will not usually be allowed. However, all requests will be treated on their merit. Police Officers may seek permission, to undertake such duties, using the form shown at Appendix B, whereby permission to take up any Public Duty except the Governor of an educational establishment will rest with the Assistant

Chief Constable (ACC) and for Governors, the AreaCommander/Head of Department.

Police Staff

Members of staff who hold a post designated as politically restricted, (as stated in Membership of External Organisations Procedure) are not allowed, by law, to become a candidate for election to a local authority nor to undertake certain other political activities including holding office in a political party.

All other Police Staff may consider taking up public office and are eligible for reasonable unpaid time off for public duties subject to the criteria listed in 2.14.5.

3.6.3 Procedure for dealing with a request to undertake public duties

A member of the Police Staff must discuss with their line manager (at least Inspector or SO level) their intention to become involved in a public duty covered by the guidelines.

A Police Officer wishing to undertake a public duty must complete the form at Appendix B requesting that they be given permission to undertake a specified public duty.

Where restrictions apply, sufficient information should be given to enable a judgement to be made about its compatibility with the Police Officer role.

3.6.4 Rights to time off work

The operational exigencies of Cambridgeshire Constabulary are of paramount importance when consideration is given to granting any time off from normal duties for any member of staff. Subject to this, reasonable time off will be granted to allow attendance at the meeting of the body or any of its committees or subcommittees or performance of duties, which have been approved by the body as necessary for carrying out its function. All time off for Public Duties will be **unpaid**. When undertaking a public duty there is an expectation by the Force that a Police Officer/member of staff should undertake a proportion of the duties in their own time. Where a Police Officer/member of staff undertakes duties on a rest day they will not be entitled to unpaid time-off in lieu.

Line managers should avoid automatically reorganising the shift pattern of a member of Police Staff in order that all public duties commitments fall on a rest day as this could be interpreted by an Employment Tribunal as a refusal to allow reasonable time off from work.

3.6.5 Criteria for Granting Reasonable Time off Work

In determining reasonable time off for public duties, the following will be taken into consideration:

- The effect of the Police Officers'/member of staffs' absence on the operational requirements of the Constabulary.
- How much time off work has been requested to undertake the duty.
- How much time off work is likely to be required in the future for the performance of the duties of the office or as a member of the body in question. Advance details of the schedule of times and dates of planned activities should be submitted to the line manager, where possible.
- How much time off work has the member of staff/officer already been permitted to undertake these duties and other time off (e.g. for carrying out duties of an official of a trade union, assisted study, volunteer reserve forces etc.)

3.6.6 Monitoring

Local HR Managers will keep records of those undertaking public duties and the time off which has been granted.

3.6.7 Jury Service

Police officers and police staff who meet the requirements of ordinary residence may be required to attend jury service. Whilst the Constabulary would encourage officers and staff to fulfil their duty to attend jury service it is essential that due regard is given to any potential conflict of interest that arises due to the police officer or member of staff's knowledge of the case, witnesses or accused.

Where a summons to attend jury service is received the officer/member of staff should advise their line manager. The line manager shall either grant the leave or may decide in exceptional circumstances to apply for postponement. A postponement may be applied for if it is felt that the officer/staff member's presence in court would be inappropriate (as above) or if the individual's absence would have a detrimental affect on the work of their department e.g. if they are working on the critical stage of a major investigation. Jury service can only be postponed once and for up to 12 months.

If you are attending jury service you will be paid your normal salary whilst absent from work on jury duty. Prior to attending court you will receive a form from the court asking for details of your earnings – this must be submitted to the Payroll department for completion. Once your jury service is completed the Court will ask you to submit a claim to them for payment for the hours spent and any expenses incurred whilst on jury duty. Once you have received payment from the Court you

must submit details of the loss of earnings payment received to the Force Payroll department and they will then deduct this sum from your salary.

For more information regarding jury service please refer to www.courtservice.gov.uk.

3.7 Miscellaneous

3.7.1 Special Constabulary

Full details are available from the Cambridgeshire Special Constabulary Employer Support Policing (ESP) Policy.

3.7.2 Other police-related activities

All staff who carry out activities, which are approved by Inspector/SO graded line managers, as being in the interests of the Constabulary e.g. providing expert advice during an internal training session, activities and training related to the First Contacts scheme, Casualty Bureau, and Critical Incident debriefings etc. can be granted a reasonable amount of paid time away from normal duties.

3.7.3 Exam/Study leave

Formal provisions for study leave and any associated payments are contained within the Study Support Leave policy.

Where there is no provision under the formal scheme, managers may consider, sympathetically, requests to adjust working hours under the flexi scheme or shifts to allow attendance at training courses or sitting of exams. This will only be considered where there is a developmental benefit that is of some value to the Force. Such a facility will require Area Commander/Departmental Head approval.

Staff should be aware that operational needs are of primary importance, and that even though approval may be granted for a course, there may be occasions where they are called/recalled to work in a particular week.

3.7.4 Sports

The Chief Constable recognises the value to individuals of participating in various sporting activities. Not only is it beneficial to health and general well being, but membership of a club or a team engenders positive friendships and a sense of community. Accordingly, the Chief Constable encourages officers and staff to play sport and be active members of the various sections within the Force and Divisional Sports and Social Clubs.

On occasion, an officer or member of police staff may wish to participate in a sporting event, including one organised under the auspices of the Police Sport UK, which falls within their rostered duty or work time. In these circumstances they will need to seek permission to change their hours of duty or take time owed, annual leave or unpaid leave in order to attend. Managers may agree to such a request in accordance with the usual process and criteria applied within the relevant department or Division.

No paid duty/work time will be granted for any participation in sport unless, exceptionally it is a community based event where participation is considered by the Area Commander or Head of Department to amount to local policing activity. However, paid duty/work time will be granted and appropriate reasonable expenses reimbursed for staff representing the Constabulary at Police Sport UK executive committee and sub-committee meetings. Similarly, paid duty/work time will be granted for staff acting as Officers of the Club or representing their sporting sections when attending the Force's Sports and Social Club Annual General Meeting and periodic management meetings.

3.7.5 Religious

All religions have particular holy days that require individual observance. Every effort should be made to allow staff who practice a particular religion or faith to have leave on these days.

Supervisors should consider rescheduling rest days or granting leave to enable staff to attend religious festivals.

Further information can be found in the Religious and Cultural Needs Policy on the Policies Library (currently being drafted).

Additional time off for mourning - Some faiths require close relatives to make often complex arrangements within a limited time frame, sometimes as little as 24 hours, and to observe a period of up to 40 calendar days mourning in total from the date of the death. For further information, see 2.1.2 of this procedure.

3.7.6 Inclement Weather Conditions

It is the responsibility of all staff to make every effort to get to work on time, taking into account any weather conditions immediately evident around their home. Where extreme weather conditions cause late attendance, any time lost should be made up at the earliest opportunity.

Where the weather prevents attendance at the normal place of work, employees should report for duty at the nearest Cambridgeshire Constabulary building, where the local manager, in conjunction with the line manager will determine any duties to be carried out. Where there is

no suitable work and unlikely to be any during the shift, the member of staff may be released from duty without loss of pay. Where the nearest Cambridgeshire Constabulary building is not accessible, employees should contact their line manager for advice.

3.7.7 Fuel Shortages

In the event of a national fuel shortage, all staff are expected to make reasonable efforts to get to their normal place of work. "Essential" staff will be identified within the Force, and these individuals will be able to take advantage of any special arrangement put in place to take priority in the event of any limited fuel supply. Non-essential staff who run out of petrol, or anticipate doing so, should ensure that they have made arrangements with their line manager to either work at home, work at their nearest Cambridgeshire Constabulary building/collect work via the intranet, or take rest days/flexi-leave/annual leave.

In the event that there is no fuel supply at all, line managers will advise "essential" staff of the contingency arrangements to ensure a continued, albeit restricted service to the public.

3.7.8 Recruitment

Reasonable leave for internal recruitment activities (interviews, assessment centres, etc) will be granted at the discretion of the individual's current line manager.

4 Administration

4.1 Record-keeping

Where appropriate, Line managers should advise the Resource Management Unit (RMU) of leave granted under this policy so it can be recorded on DMS. The RMU in turn should notify the appropriate HR Manager who will ensure that Origin is updated and that any deductions are made for unpaid leave in accordance with procedures.

All requests for leave should be made in writing, preferably via e-mail, with e-mail history being maintained to demonstrate appropriate line manager approval. There is no requirement to complete a specific form for such leave to be approved.

5 Related Documents

Author	Title	Public
Cambridgeshire Constabulary	Study Support Scheme	Y

Appendix A

Summary of standard leave limits in this procedure

Type of Leave	Leave Permitted
Family	
Bereavement	Up to 5 days paid
Care of dependants (short-term)	1-2 days paid or unpaid per occasion
Care of sick dependants (long-term)	Up to 7 days paid leave in any one year
Domestic crises	Full day – unpaid Part day – paid
Removal of home (Police Officers)	Up to 3 days granted by ACC
Medical	
Disability Leave	Paid leave, amount subject to medical advice
Emergency hospital/dental treatment	Paid leave unless over 1 day
Scheduled appointments	To be taken outside working hours except for cancer/workplace screening (paid). Part day diagnostic/exploratory appt will be unpaid. Part-day treatment/follow-up will be paid
Medical donation	Paid leave up to 7 days
Fertility treatment	Females receiving IVF will be given 3 days paid leave, and 2 days unpaid. Males will be given 1 day paid and 2 days unpaid. Donation of eggs = 2 days unpaid Reversal of vasectomy = in individuals own time
Self-initiated medical interventions	Normally in individual's own time
Community	
Volunteer Reserve Forces	5 days paid/5 days unpaid per annum

Public Duties	Reasonable unpaid time off or, if preferred by the individual, flexi/change of shift etc
Jury Service	Paid time off to attend court
Miscellaneous	
Special Constabulary	Up to 37 hours per annum paid, and 24 hours per annum unpaid.
Other Police Related Activity	Reasonable paid time during working hours
Exam/study Leave	Rearrangement of shifts/flexi to accommodate where course is in the interests of the Force. Approval needed by Head of Department/Area Commander
Sports	Reasonable adjustments to shifts etc., but in own time unless for a community event approved by Area Commander/Head of Department as local policing activity.
Religious	Efforts should be made to accommodate using re-arrangement of shifts/annual leave/flexi etc.
Inclement Weather	Late attendance – time to be made up. Duties away from normal location/no work provided by Constabulary – paid as normal
Fuel Shortages	Work as normal or at home/local station; annual/flexi/rest days if necessary

Appendix B

Request for Permission to Undertake Public Duties (Police Officer)

Name:

Collar Number:

Rank/Posting:

Public Duty under consideration:

Broad outline of the duties required and the likely time commitment:-

I understand that if permission is granted, I will be entitled to reasonable unpaid time off work, or, if I prefer, and it is operationally viable, I may seek to have my shifts rearranged to accommodate any duties falling within scheduled working hours.

I note that, given the nature of the Police Service, all requests to take time for Public Duties will be subject to operational exigencies.

.....(Signed).....(Date)

Comments by line manager:

.....(Signed).....(Date)

.....(Name, rank/grade)

Appointment authorised/Appointment not authorised* for the following reason(s). *Delete as appropriate

.....(Signed).....(Date)