

LEAVE AND TIME OFF (OFFICERS) POLICY

Official



NORFOLK
CONSTABULARY



SUFFOLK
CONSTABULARY

LEAVE AND TIME OFF (OFFICERS)

Owning Department: People Directorate

Department SPOC: HR Manager

Risk Rating: Low

Legal Sign Off: Alison Ings 20.04.2023

JNCC: March 2023

Published Date: 21/01/2026 (v2.13)

Review Date: 26/03/2027

Official

Version Number: 2.13

Page 1 of 31

LEAVE AND TIME OFF (OFFICERS) POLICY

Official

Index

<u>1. Introduction</u>	3
<u>2. Annual Leave</u>	4
<u>The annual leave year</u>	4
<u>Annual leave entitlements</u>	4
<u>Annual leave accrual</u>	8
<u>Calculating full-time leave entitlement</u>	8
<u>Calculating part-time leave entitlement</u>	8
<u>Entitlement on joining part way through the leave year</u>	9
<u>Changes to annual leave entitlement part way through the leave year</u>	9
<u>Entitlement on transfer from other forces</u>	9
<u>Responsibilities for managing annual leave</u>	10
<u>Leaving the Organisation</u>	10
<u>Calculation of Holiday Pay</u>	11
<u>Requesting annual leave</u>	11
<u>Leave thresholds</u>	11
<u>High demand periods</u>	12
<u>Officers whose duties are co-ordinated by the RMU – Christmas and New Year period</u>	12
<u>Extended leave</u>	12
<u>Secondments</u>	12
<u>Sickness during annual leave</u>	12
<u>Recuperative periods</u>	13
<u>Returning late from annual leave</u>	13
<u>Carrying over annual leave – general</u>	13
<u>Bringing forward annual leave</u>	15
<u>Suspension</u>	15
<u>Recall to duty from annual leave</u>	15
<u>3. Public Holidays, Time Off in Lieu and Rest Days in Lieu</u>	16
<u>Time off in lieu (TOIL)</u>	16
<u>Rest days and rest days in lieu (RDIL)</u>	16
<u>Free days and free days in lieu</u>	17
<u>Public holiday entitlement</u>	17
<u>Public holidays – Alternative dates nomination</u>	17
<u>Entitlements where public holidays fall on rest days/free days</u>	18
<u>4. Medical</u>	19
<u>Medical appointments</u>	19
<u>Surgical and medical procedures</u>	19
<u>Elective surgery and procedures</u>	19
<u>Elective Surgery – Organ and Tissue Donating</u>	20
<u>Antenatal appointments</u>	20
<u>Fertility treatment</u>	20
<u>Flint House Police Rehabilitation Centre</u>	21
<u>5. Formal Duties</u>	21
<u>Jury Service</u>	21
<u>Court appearance (non-work related)</u>	22
<u>Public duties</u>	22
<u>Time off for reserve forces activities</u>	23
<u>Time off for Volunteer Military Cadet Leaders</u>	24
<u>Leave requests by armed forces spouses and partners</u>	24

Official

Version Number: 2.13

Page 2 of 31

LEAVE AND TIME OFF (OFFICERS) POLICY

Official

Time off for staff association/network support group activities	24
Accompanying a colleague at formal proceedings	24
Trustees of occupational pension schemes	24
Attendance at interviews	24
6. Study and Exams	25
Work-related courses	25
Further Study	25
Exams	25
Right to request time off for training	25
7. Family and Dependants	26
Compassionate leave	26
Parental Bereavement Leave	27
Time Off for Dependants	28
Parental leave	29
Carers' special leave	29
8. Other	30
Discretionary Special Leave	30
Special leave for participation in sporting events	30
Leave and time off options in the event of severe weather	31
9. Unauthorised leave of absence	31

Legal Basis

Legislation specific to the subject of this policy document:

- Regulation 33, Police Regulations 2003 and the Secretary of State Determinations thereunder
- Working Time Regulations 1998

Other relevant legislation which you must check this document against (required by law)

- [Human Rights Act 1998 \(in particular A.14 – Prohibition of discrimination\)](#)
- [Equality Act 2010](#)
- Employment Rights Act 1996
- [Health and Safety at Work etc. Act 1974 and associated Regulations](#)
- [UK General Data Protection Regulation \(UK GDPR\) and Data Protection Act 2018](#)
- [Freedom Of Information Act 2000](#)

Other documentation which you must check this document against:

- [College of Policing – Code of Ethics](#)
- [Norfolk and Suffolk Constabularies' Standards of Professional Behaviour](#)
- [College of Policing – Authorised Professional Practice](#)

1. Introduction

- 1.1 The purpose of this policy is to explain the various types of leave and time off available to officers, who is eligible for it, how it is applied for, relevant considerations when considering its use and who can agree it.

Official

Version Number: 2.13

Page 3 of 31

LEAVE AND TIME OFF (OFFICERS) POLICY

Official

- 1.2 Police staff should refer to the Leave and Time Off Policy (Police Staff).
- 1.3 Norfolk and Suffolk Constabularies (together the Constabularies) are committed to ensuring this policy complies with relevant legislation and that consultation has been undertaken with all relevant staff groups. We may update this policy at any time following consultation with Police Federation on any changes proposed.
- 1.4 The Constabularies will review this policy periodically to ensure that it reflects appropriate standards and continues to meet our needs, and to reflect any changes in legislation or police regulations.
- 1.5 All our policies promote equality, eliminate unlawful discrimination and actively promote good relations regardless of a person's age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, economic or family status. Managers have a specific responsibility to ensure the fair application of this policy and all officers and staff have a shared responsibility to contribute to its success.
- 1.6 The Director of People has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. Day-to-day responsibility for operating the policy and ensuring its maintenance and review has been delegated to the HR Managers, HR Delivery.
- 1.7 All references in the policy to the "Police Regulations" are references to the Police Regulations 2003 and the determinations by the Secretary of State thereunder.
- 1.8 The Working Time Regulations 1998 apply to the police subject to certain modifications and exclusions where the operational requirements of the police inevitably conflict with their provisions. Please refer to the Working Time Policy for further information.

2. Annual Leave

The annual leave year

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

Annual leave entitlements

- 2.2 Officers are entitled to annual leave as specified in Regulation 33 and Annex O of Police Regulations. Annual leave entitlements are dependent on rank and length of service. Entitlements specified are for full-time officers and will be pro-rated for officers working part-time.

Federated ranks

- 2.3 With effect from 1 April 2025 there are changes in Police Regulations to annual leave entitlements for Federated ranks, as detailed below.

Official

Version Number: 2.13

Page 4 of 31

LEAVE AND TIME OFF (OFFICERS) POLICY

Official

Officers appointed after 1 April 2025

- 2.4 New officers appointed after 1 April 2025 (with the exception of direct entry inspectors) will start on an annual leave entitlement of 25 days per annum and will progress to the maximum entitlement of 30 days after ten years' service. Please refer to the table below.

Length of service	Annual leave entitlement (excluding public holidays)
Less than 6 years' service	25 days (200 hours)
6 or more years' service	26 days (208 hours)
7 or more years' service	27 days (216 hours)
8 or more years' service	28 days (224 hours)
9 or more years' service	29 days (232 hours)
10 or more years' service	30 days (240 hours)

Officers appointed before 1 April 2025

- 2.5 For officers who were appointed prior to 1 April 2025 there will be a phased introduction of the changes, meaning that they will be fully effective for all officers by 1 April 2027.
- 2.6 The entitlements for each year over the transition period for officers who joined prior to 1 April 2025 are shown in the tables below.

Entitlements up to 31 March 2025

Length of service	Annual leave entitlement (excluding public holidays)
Less than 2 years' service	22 days (176 hours)
2-9 years' service	25 days (200 hours)
10-14 years' service	27 days (216 hours)
15-19 years' service	28 days (224 hours)
20+ years' service	30 days (240 hours)

Entitlements from 1 April 2025

Length of service	Annual leave entitlement (excluding public holidays)
Less than 6 years' service	25 days (200 hours)
6 to 9 years' service	26 days (208 hours)
10 to 14 years' service	28 days (224 hours)

Official

Version Number: 2.13

Page 5 of 31

LEAVE AND TIME OFF (OFFICERS) POLICY

Official

15 to 19 years' service	29 days (232 hours)
20 or more years' service	30 days (240 hours)

Entitlements from 1 April 2026

Length of service	Annual leave entitlement (excluding public holidays)
Less than 6 years' service	25 days (200 hours)
6 or more years' service	26 days (208 hours)
7 or more years' service	27 days (216 hours)
8 to 10 years' service	28 days (224 hours)
11 to 15 years' service	29 days (232 hours)
16 or more years' service	30 days (240 hours)

Entitlements from 1 April 2027

Length of service	Annual leave entitlement (excluding public holidays)
Less than 6 years' service	25 days (200 hours)
6 or more years' service	26 days (208 hours)
7 or more years' service	27 days (216 hours)
8 more years' service	28 days (224 hours)
9 or more years' service	29 days (232 hours)
10 or more years' service	30 days (240 hours)

Direct Entry Inspectors appointed after 1 April 2025

2.7 The entitlements for direct entry inspectors appointed after 1 April 2025 are shown in the table below.

2.8 Please note that it is assumed that direct entry inspectors will be appointed with the equivalent of 4 years' service, for annual leave purposes only.

Length of service	Annual leave entitlement (excluding public holidays)
Less than 2 years' service	25 days (200 hours)
2 or more years' service	26 days (208 hours)
3 or more years' service	27 days (216 hours)
4 more years' service	28 days (224 hours)
5 or more years' service	29 days (232 hours)
6 or more years' service	30 days (240 hours)

Official

Version Number: 2.13

Page 6 of 31

LEAVE AND TIME OFF (OFFICERS) POLICY

Official

Direct Entry Inspectors appointed before 1 April 2025

2.9 For direct entry inspectors who joined before 1 April 2025, there will be a phased introduction of the changes meaning they will be fully effective from 1 April 2027. The entitlements for each year over the transition period are shown in the tables below.

2.10 Please note it is assumed that direct entry inspectors are appointed with the equivalent of 4 years' service, for annual leave purposes only.

Entitlements up to 31 March 2025

Length of service	Annual leave entitlement (excluding public holidays)
Less than 6 years' service	25 days (200 hours)
6 or more years' service	27 days (216 hours)
11 or more years' service	28 days (224 hours)
16 or more years' service	30 days (240 hours)

Entitlements from 1 April 2025

Length of service	Annual leave entitlement (excluding public holidays)
Less than 2 years' service	25 days (200 hours)
2 or more years' service	26 days (208 hours)
6 or more years' service	28 days (216 hours)
11 or more years' service	29 days (232 hours)
16 or more years' service	30 days (240 hours)

Entitlements from 1 April 2026

Length of service	Annual leave entitlement (excluding public holidays)
Less than 2 years' service	25 days (200 hours)
2 or more years' service	26 days (208 hours)
3 or more years' service	27 days (216 hours)
4 more years' service	28 days (224 hours)
7 or more years' service	29 days (232 hours)
12 or more years' service	30 days (240 hours)

Official

Version Number: 2.13

Page 7 of 31

LEAVE AND TIME OFF (OFFICERS) POLICY

Official

Entitlements from 1 April 2027

Length of service	Annual leave entitlement (excluding public holidays)
Less than 2 years' service	25 days (200 hours)
2 or more years' service	26 days (208 hours)
3 or more years' service	27 days (216 hours)
4 or more years' service	28 days (224 hours)
5 or more years' service	29 days (232 hours)
6 or more years' service	30 days (240 hours)

Superintending ranks

2.11 The annual leave provision for all superintendents and chief superintendents is 31 days from the date of their appointment.

Chief officers

2.12 The annual leave provision for all chief officers (assistant chief constable, deputy chief constable and chief constable) is 35 days from the date of their appointment.

Annual leave accrual

2.13 Annual leave accrues at 1/12 of the officer's entitlement for each completed calendar month of service. Annual leave will continue to accrue during periods of paid and unpaid leave, including maternity leave and sick leave, unless there is an express agreement e.g. career break.

Calculating full-time leave entitlement

2.14 The entitlements shown in the tables above are for officers working full-time (40 hours per week). Full-time entitlement is usually expressed in terms of 'days'. For the purposes of this policy, one day normally means eight hours as stated in Police Regulations. The entitlement is converted to hours in force systems for administration and ease of use. For full-time officers who work a shift pattern, e.g. ten-hour shifts, compressed hours etc, the entitlement will be calculated and taken in hours, according to the length of their working day, e.g. if an officer's rostered day was ten hours, then ten hours annual leave would be used for that day, if taken. These principles also apply to other types of leave where the entitlement is expressed in days, i.e. public holidays. See below for further details.

Calculating part-time leave entitlement

2.15 The entitlements shown in the tables above are for officers working full-time (40 hours per week). The entitlements are pro-rata for officers working less than 40 hours per week.

Official

Version Number: 2.13

Page 8 of 31

LEAVE AND TIME OFF (OFFICERS) POLICY

Official

- 2.16 Annual leave entitlement for part-time officers below the rank of Superintendent will always be expressed in hours and officers will receive their entitlement on a pro-rata basis according to their weekly hours, using the following calculation and as shown in the example:

FT leave entitlement (in hours) ÷ FT hours (40 for officers) x PT hours
= pro rata annual leave entitlement (in hours)

For example, a part-time PC with 13 years' service who works 20 hours per week will be entitled to 108 hours annual leave per annum ($216 \div 40 \times 20 = 108$).

- 2.17 The Resource Management Unit (RMU) is responsible for calculating all part-time leave entitlements.
- 2.18 Annual leave entitlement for part-time officers of the rank of Superintendent or above will always be calculated in days and they will receive an appropriate pro-rata entitlement expressed in days.
- 2.19 Where part-time officers work regular additional hours, their annual leave entitlement will increase pro-rata. This will be calculated by Finance and RMU on an annual basis.

Entitlement on joining part way through the leave year

- 2.20 Officers who join the Constabulary part way through the leave year will have their leave entitlement calculated for that year proportionate to the number of completed calendar months of service. They will be entitled to 1/12 of their annual leave entitlement for each completed calendar month of service.
- 2.21 For example, an officer starting on 1st October, six months into the leave year, will be entitled to half ($6 \times 1/12$) of their annual leave entitlement.

Changes to annual leave entitlement part way through the leave year

- 2.22 Entitlements may be affected during a leave year by changes to rank, periods of non-reckonable service (as defined in Annex DA of the Police Regulations), or changes to their average contracted hours per week. The annual leave entitlement will be re-calculated on the basis of 1/12 for each complete month of service in the appropriate annual leave year that the change is effective from, and where the change occurs part way through a month it will be calculated from the beginning of that month.

Entitlement on transfer from other forces

- 2.23 Where an officer transfers from another Home Office force, their previous continuous service will be reckonable for annual leave entitlement purposes. Previous service is also reckonable upon joining for annual leave purposes from some other policing organisations as specified in Police Regulations. Previous service is not reckonable on appointment from police officer to police staff or vice versa.

Official

Version Number: 2.13

Page 9 of 31

LEAVE AND TIME OFF (OFFICERS) POLICY

Official

Responsibilities for managing annual leave

Officers

- 2.24 The health and well-being benefits of taking leave from work are well recognised and officers are encouraged to plan for and take their full entitlement within the leave year.
- 2.25 Officers can apply to take periods of annual leave of their choice, subject to organisational time off thresholds, and exigencies of duty where it may be necessary to restrict or stop applications for annual leave at certain periods. To facilitate the planning arrangements, officers may be requested to provide an early indication of provisional leave periods.

Line Managers, Superintendents and Heads of Departments

- 2.26 Line managers, superintendents and heads of department must ensure all officers have the opportunity to take their full annual leave entitlement. To facilitate the planning arrangements, superintendents and heads of departments may request officers to provide an early indication of provisional leave periods.

Resource Management Unit (RMU)

- 2.27 Overall workforce planning is the delegated responsibility of HR (Strategy and Planning) and the RMU who provide information to the DCCs in both forces in the form of a deployment management plan. This plan allows the Constabularies to plan their resilience and appropriate levels of cover.
- 2.28 The RMU will hold deployment plans and leave thresholds for officers whose duties are rostered through the RMU. Where duties are not rostered through the RMU, deployment plans and leave thresholds will be held locally by the relevant superintendent or head of department. See below for information on leave thresholds.

Leaving the Organisation

- 2.29 Where an officer leaves the Constabulary part way through the annual leave year, any remaining annual leave entitlement will be calculated on the basis of the amount of leave they have already taken in the applicable leave year proportionate to their actual entitlement up to the date of their leaving. Officers should arrange to take any outstanding annual leave due to them prior to leaving the Constabulary. Payment in lieu of untaken annual leave will only be made for officers who are either required to work their period of notice without taking further annual leave, or who are on long-term sickness absence or family leave such as maternity, adoption, shared parental leave, prior to their date of leaving. This will also apply to TOIL and public holiday balances.
- 2.30 When an officer leaves, they will receive payment in their final salary pay for any accrued outstanding leave entitlement if it has not been possible to take this leave during their notice period. RMU will work out any such

Official

Version Number: 2.13

Page 10 of 31

LEAVE AND TIME OFF (OFFICERS) POLICY

Official

payments in accordance with current force policy and legislation and will notify the officer.

- 2.31 Where an officer has taken more than their proportionate entitlement upon their date of leaving, the excess will be deducted from their final salary pay. The line manager must ensure this is noted in the appropriate 'officer leaving' notification to HR. The line manager shall notify the officer where a deduction is to be made. HR will work out any such payments in accordance with current force policy and legislation and will notify the officer.

Calculation of Holiday Pay

- 2.32 Payment for holiday pay where authorised will include:

- all forms of overtime (to include public holidays)
- unsocial hours
- away from home allowance
- acting up allowance
- rest day working compensation
- part-time additional hours

- 2.33 The PFEW JBB Circular 39-2015 provides more detail on the calculation used for payment. The calculation will be undertaken on an annual basis in January of each year for the preceding 12 months.

Requesting annual leave

- 2.34 Requests for annual leave should be submitted as soon as possible via the DMS system, particularly for peak times such as school holidays, to enable leave to be planned and authorised equitably and fairly. RMU will seek to respond to requests for annual leave within ten calendar days. Officers are strongly advised not to make holiday reservations or travel arrangements until their annual leave request has been authorised.

- 2.35 Officers may only apply for part days' annual leave, in a block of four hours, three times per annual leave year. This stipulation reflects the Police Regulations.

- 2.36 When authorising leave requests, operational requirements, fairness of allocation and leave thresholds (see below) will be taken into account.

Leave thresholds

- 2.37 Threshold levels for leave provide guidance for RMU to manage all annual leave requests for operational officers. Superintendents and Heads of Departments will determine the thresholds locally for all other officers. Threshold decisions will take into account annual leave, TOIL (as defined at 3.1), RDIL (as defined at 3.3), FDIL (as defined at 3.5), or any combination of these.

Official

Version Number: 2.13

Page 11 of 31

LEAVE AND TIME OFF (OFFICERS) POLICY

Official

- 2.38 Any request to exceed specific threshold levels will be referred to senior management, who can use their discretion to approve it.

High demand periods

- 2.39 During the annual leave year there will be periods of time or specific events which require a higher demand for policing. During these periods of higher demand there may be restrictions on annual leave. These restrictions will be agreed by Chief Officers, supported by the Head of People Services and in consultation with the Police Federation. Any restrictions on annual leave will be notified by a Force Announcement. As much notice as possible will be given of any restriction and will be lifted as soon as possible.

Officers whose duties are co-ordinated by the RMU – Christmas and New Year period

- 2.40 Time off requests for the period from 16th December to the public holiday in January, inclusive, should be submitted between 1st June and 15th July of the relevant year.
- 2.41 Submissions will be assessed according to previous records of Christmas time off and operational policing requirements. Time off will be granted to the agreed thresholds with notification to officers provided by 31st August at the latest.
- 2.42 For specific or exceptional circumstances where officers require an earlier decision, submission should be made via line management through to the relevant Superintendent who will assess and approve/deny submission to the RMU senior management team. Final authorisation will be given by the Head of People Services on behalf of the Chief Constable.

Extended leave

- 2.43 Requests for periods of extended time off must be approved by the Department Head/Superintendent. Extended leave is defined as any period of leave (including a combination of annual leave, TOIL, RDIL, FDIL, flex-time and paid/unpaid special leave) which is a continuous period of 25 days or more (including rest days).

Secondments

- 2.44 During periods of secondment outside of the force, officers should refer to the terms and conditions of their secondment agreement for details of their annual leave arrangements.

Sickness during annual leave

- 2.45 Officers who fall sick during a period of annual leave or public holidays and wish to re-claim their leave, need to follow the Force policy for reporting sickness absence, including that sickness absence should be reported on the first day of sickness absence. The relevant annual/public holiday leave

Official

Version Number: 2.13

Page 12 of 31

LEAVE AND TIME OFF (OFFICERS) POLICY

Official

days will then be reinstated. Free day (FD), rest day (RD), are not reinstated if the officer falls sick and neither are FDIL, RDIL.

- 2.46 A fit note for the period of absence is required if the absence is outside the self-certification period, i.e., more than seven consecutive days. If any costs are incurred in obtaining a fit note these will need to be met by the individual. If the sickness is during the self-certification period, a fit note or other document from a medical professional is not required.

Recuperative periods

- 2.47 If an officer takes annual leave whilst on recuperative duties, a full day's leave (i.e. the length of the day the officer would have otherwise worked), will be deducted from their entitlement and not the reduced hours the officer is working.

Returning late from annual leave

- 2.48 If an officer becomes aware that they will return late to work following a period of annual leave due to unforeseen circumstances, they must notify their line manager as soon as is practicable of:

- the reason for this,
- the steps being taken to resolve the situation, and
- when a return to work is anticipated.

- 2.49 On their return to work, the officer must make arrangements with their line manager to cover the additional period of absence by using the appropriate leave e.g. annual leave, TOIL.

Carrying over annual leave – general

- 2.50 Where possible the officer's full annual leave entitlement should be taken by the end of each annual leave year. Line managers must actively support their officers in managing their leave to ensure they have the opportunity to take their full entitlement and make arrangements to request and book this, unless they are unable to owing to maternity, long term sickness, or student officer training (see further information below on carrying over leave in these circumstances).
- 2.51 If an officer does not take their full entitlement by the end of the leave year, a maximum of 40 hours (pro-rata for part-time officers) will be carried over automatically into the next leave year. Any request to carry over annual leave above this amount will only be granted in exceptional circumstances and must be approved by the Head of People Services. Any annual leave carried over should be taken by 30th June of the next leave year, unless the carried forward leave as resulted from sickness, maternity, adoption or shared parental leave.

Official

Version Number: 2.13

Page 13 of 31

LEAVE AND TIME OFF (OFFICERS) POLICY

Official

2.52 With the exception of the automatically carried-over annual leave, officers will lose any outstanding annual leave entitlement not taken by the end of the leave year except in the circumstances below.

Student Officer training programme

- Where student officers have not had the opportunity to take outstanding annual leave before the end of the annual leave year due to the schedule of initial training and then tutorship, they may put a request in writing to carry over more than five days (40 hours) annual leave (pro-rated for part-time officers) to the Head of Learning and Development who will exercise their discretion in this matter.

Sickness absence

- Annual leave entitlement will accrue during sickness absence.
- Where an officer has been unable to take all or some of their annual leave in the current leave year due to sickness absence, they will be entitled to carry over the *difference* between the total amount of annual leave and public holiday days already taken within that leave year and the statutory leave entitlement (including public holidays) of 28 days (pro-rata for part-time officers).
- For example, an officer who has taken 15 annual leave days and five public holidays within the current leave year and has been unable to take any further annual/public holiday leave due to sickness absence, is entitled to carry over eight days to the next leave year. An officer who has been on sick absence for the period of the entire annual leave year will be entitled to carry over 28 days (pro-rata for part-time officers).
- It is expected that annual leave which is reclaimed in relation to short periods of sick leave will be rescheduled at another time within the relevant leave year and as such, should not need to be carried over. Any such reclaimed annual leave which is not reasonably rescheduled may therefore be lost.
- Details of any leave an officer is unable to take and needs to carry over should be emailed to RMU via their line manager, for updating and management of their DMS leave account.
- The officer may be required to use their carried over leave due to sickness absence against any phased return to work programme. Each case will be discussed with the line manager and HR Advisor and agreed on an individual basis.
- Officers should take leave carried forward due to sickness absence within 18 months.

Family Leave

- Annual leave and public holiday entitlements continue to accrue during maternity leave, maternity support (paternity) leave, adoption leave, neonatal care leave, parental bereavement leave and shared parental leave.

Official

Version Number: 2.13

Page 14 of 31

LEAVE AND TIME OFF (OFFICERS) POLICY

Official

- If it is not possible for an officer to take all their annual leave/public holiday leave entitlement in the applicable leave year e.g. where the maternity or adoption leave period straddles two leave years, the officer may carry forward any remaining annual leave/public holiday entitlement into the appropriate leave year. The usual limit of five days carry-over will not apply in these circumstances.
- Details of any annual leave/public holiday entitlement an officer is unable to take and needs to carry over should be emailed to RMU via their line manager, for updating and management of their DMS leave account.

Bringing forward annual leave

2.53 Officers can request to bring forward up to five days (40 hours) annual leave, pro-rated for part-time officers, from the next year's entitlement in exceptional circumstances, with the approval of the Head of People Services.

Suspension

2.54 Officers who are suspended from duty will continue to retain their annual leave entitlement and are expected to continue to manage and take their leave as if they were at work, submitting any leave requests to their line manager for approval.

2.55 The line manager must continue to manage the officer's leave in the usual way during any period of suspension, however before approving any request, they should check with PSD that this will not impede the progress of the investigation. Since the suspended officer will not have access to force systems, the line manager will need to book any leave for the officer via email to RMU to ensure this is recorded on DMS.

2.56 It is the line manager's responsibility to ensure the suspended officer is aware of the amount of leave they are using during a leave year, and unless there are exceptional circumstances that the officer uses their entitlement for the year. The officer will still be permitted to automatically carry over up to 40 hours (pro rata).

2.57 If exceptional circumstances do apply, the line manager must submit any request to carry over any additional leave to the Head of People Services for approval. Please also see 2.50 to 2.52 above on carrying-over annual leave.

Recall to duty from annual leave

2.58 A scale of compensation applies where an officer is recalled to duty from a period of absence from duty of three or more days, of which at least one day is annual leave and the others are rest days, day(s) taken in lieu of overtime, public holidays, free days or days taken off in lieu of free days, or any combination these.

Official

Version Number: 2.13

Page 15 of 31

LEAVE AND TIME OFF (OFFICERS) POLICY

Official

2.59 It also applies to the cancellation of pre-booked, scheduled annual leave where the same criteria are met i.e. absence from duty of three or more days of which at least one day is annual leave.

2.60 The compensation is as follows:

- where the period of absence included one or two days of annual leave – the officer is entitled to either two days' annual leave, or one day's annual leave plus one day's pay at double time, for each day of annual leave lost.
- where the period of absence included three days or more of annual leave – the officer is entitled to the above compensation for the first two days, then either one and a half days', or one day's annual leave plus half a day's pay at double time, from day three onwards.

2.61 A day's leave is equivalent to the number of hours for the day, for that officer, which has been interrupted.

2.62 The same applies in respect of a day's pay i.e.:

- If leave is taken it will be equivalent to the length of the interrupted day (i.e., if the day was nine hours, it will be nine hours); and
- If pay is taken it will be calculated by reference to the same number of hours (i.e., nine hours at double-time).

2.63 All officers must ensure their contact details on ERP are up to date.

3. Public Holidays, Time Off in Lieu and Rest Days in Lieu

Time off in lieu (TOIL)

3.1 TOIL is defined for the purposes of this policy as being overtime for which payment has not been claimed. Police Regulations deal with compensation for officers who are required to work overtime. Any overtime hours worked which will subsequently be reclaimed by way of payment, or TOIL will be authorised by the line management on the ERP system.

3.2 Where TOIL has not been taken within three months from the date it was originally accrued, payment for the accrued time will be made to the officer.

Rest days and rest days in lieu (RDIL)

3.3 Officer rest days equate to eight hours in duration. Where a rest day is re-rostered or taken in lieu, officers whose normal shift for that day would have exceeded eight hours will owe the difference between the normal shift and eight hours. This will be paid back in consultation with the officer and RMU. If the normal shift for that day would have been less than eight hours then the officer will be credited with the difference.

3.4 Where a RDIL is re-rostered by the RMU, the individual can ask to move this if the new date is not suitable.

Official

Version Number: 2.13

Page 16 of 31

LEAVE AND TIME OFF (OFFICERS) POLICY

Official

- 3.5 Where an officer is rostered to work a rest day which is longer than eight hours they will be compensated in line with Police Regulations, for constable and sergeant ranks.
- 3.6 For the inspecting rank, any amount of time worked on a rest day, up to eight hours, will be compensated by eight hours being added to their RDIL account. Where more than eight hours are worked on a rest day, then the total number of hours worked will be added to the RDIL account.

Free days and free days in lieu

- 3.7 A free day is when it has been agreed that an officer will not work and where it is neither a duty day, a public holiday or a rostered rest day. Free days normally only apply to those officers who are part-time and have a flexible working agreement in place.
- 3.8 When an officer is required to work on a free day, the free day will be reallocated as a free day in lieu or compensated in line with the Police Regulations.

Public holiday entitlement

- 3.9 Full-time officers are entitled to eight hours for each public holiday.
- 3.10 Part-time officers' public holiday entitlement is pro-rata and is calculated by dividing average contracted weekly hours by five. For example, an officer who works an average of 32 hours per week will be entitled to 6.4 hours for each public holiday.
- 3.11 Any balance between public holiday entitlement and the hours an officer is scheduled to work on that public holiday (or agreed alternative day as nominated by the officer – see 3.12 below) will be carried forward as a credit or debit. Hours may be re-rostered to repay any debit owed to the Constabulary, alternatively the officer may work extra hours to cover the shortfall or use annual leave, flexi leave or TOIL hours. All hours owed must be repaid by the end of the leave year.
- 3.12 Where Christmas Day, Boxing Day or New Year's Day fall on a Saturday or Sunday, the public holidays are reallocated to the next working day i.e. Monday or Tuesday as applicable.
- 3.13 On these occasions, the weekend day(s) will be treated as a public holiday for the purpose of pay and compensation in addition to the reallocated public holiday day(s).

Public holidays – Alternative dates nomination

- 3.14 Constables and sergeants are able to substitute the UK public holidays with alternative days, each annual leave year.
- 3.15 Inspectors and above ranks will continue to receive the UK public holidays as defined in Police Regulations.

Official

Version Number: 2.13

Page 17 of 31

LEAVE AND TIME OFF (OFFICERS) POLICY

Official

- 3.16 Nominations for alternative leave days for statutory public holidays should be submitted between 1st August and the following 31st January for the next leave year (1st April to 31st March). The public holidays as defined in Police Regulations will be set as the default position and changes will only be made if an officer nominates alternative days.
- 3.17 Officers are encouraged to submit their nominated alternative days as early as possible within the above specified period, however they may change their nominated public holidays up to the 31st January for the following leave year. After the 31st January an officer cannot change their nominated substitute days unless:
- their line manager agrees that there are legitimate reasons for the change (for example, an officer requires additional leave at short notice and their line manager agrees for the officer to change their public holidays); or
 - approval of a nominated alternative day, or days, is declined and the officer is asked to re-submit their nomination for alternative day, or days.
- 3.18 Approval of an alternative day to be treated as a public holiday does not guarantee the officer that they will not be required to work on that date. If the officer is required to work on an approved alternative day, they will be compensated at public holiday rates in accordance with Police Regulations.
- 3.19 If an officer nominates any or all of their public holidays and they leave the Constabulary having taken less or more than their accrued entitlement of public holidays in that year, they will be paid for, or debited such hours from their final pay if there is no opportunity for them to take the leave during their notice period.

Entitlements where public holidays fall on rest days/free days

- 3.20 If a public holiday falls on a rostered rest day, and the officer is not required to work, then the rest day is reallocated, and the public holiday entitlement then takes precedence.
- 3.21 If a public holiday falls on a free day (e.g. not a rostered rest day or rostered working day) and the officer is not required to work, they will have holiday hours equal to their public holiday entitlement to use against normal working hours.
- 3.22 Officers can use these public holiday hours to book time off work in the same way as annual leave, or they can choose to use it against any hours owed or due to be owed to the Constabulary as a result of public holidays. In any case, any public holiday hours entitlement should be used by the end of the leave year.

Official

Version Number: 2.13

Page 18 of 31

LEAVE AND TIME OFF (OFFICERS) POLICY

Official

4. Medical

Medical appointments

- 4.1 Officers are entitled to paid time off for preventative medical treatments and medical screening appointments. Where possible, medical appointments should be made outside of working hours or as near as possible to the start/end of the working day/shift to minimise disruption to work. It is appreciated, however, that officers will not always be able to control or influence the timing of appointments.
- 4.2 Officers should give their line manager as much notice as possible of the time off required in order that appropriate arrangements can be made for cover. Proof of appointment should be provided if requested by the manager. In relation to night workers, managers should give consideration to flexibility in finish times to allow attendance for medical appointments.

Surgical and medical procedures

- 4.3 Absence from work of one day or more due to surgical or medical procedures which are considered essential or as a consequence of medical advice resulting from physical or mental health will be recorded as sickness absence.
- 4.4 If the procedure lasts less than one day however, then this will be recorded as 'paid time for medical appointments' in accordance with 4.1.
- 4.5 Officers should give as much notice as possible of appointments or planned absence.

Elective surgery and procedures

- 4.6 Elective surgery is defined as surgery or a procedure which is not linked to treatment of an illness, accident or injury, disease, condition or genetic or birth defect or a protected characteristic as defined by the Equality Act 2010 or is recommended by a medical professional for psychological or health reasons.
- 4.7 Paid time off will not be given for elective surgery, (other than for psychological / health reasons), unless complications arise requiring additional time off beyond the normal recovery period, in which case the officer should follow normal sickness reporting procedures. Officers who want to take time off for elective surgery, must therefore request other types of leave, e.g. annual leave, TOIL to cover the absence.
- 4.8 Officers need to give as much notice as possible of appointments or planned absence. For all requests for leave or time off consideration to the impact on organisational needs as well as that of the officer will be given.

Official

Version Number: 2.13

Page 19 of 31

LEAVE AND TIME OFF (OFFICERS) POLICY

Official

Elective Surgery – Organ and Tissue Donating

- 4.9 In this context 'donating' is defined as the donation of a whole organ (such as a kidney) or part of an organ (such as liver), or tissue (such as bone marrow) which is needed by another person in order to improve or save their life. This procedure would either be via an official donor register or to a person known to the donor. Paid time off required for the operation or procedures, will be granted. Officers should discuss the time off required with their line manager with as much advance notice as possible. Appointments for any assessments or pre-operative tests required are covered under paragraphs 4.1 and 4.2 above. If complications arise the individual should then follow normal sickness reporting procedures.

Antenatal appointments

- 4.10 Details of the time off provisions for ante-natal appointments can be found within the Maternity Leave Policy.

Fertility treatment

- 4.11 Officers undergoing fertility treatment, and partners of individuals undergoing treatment will be supported with paid time off, and flexibility in working patterns/ arrangements. There is no minimum length of service required to be eligible for this.
- 4.12 For the officer undergoing treatment, reasonable paid time off for appointments and treatment can be granted by the line manager. The amount of time off required will vary from one officer to another, depending on individual circumstances including the type of treatment and the nature of the officer's role. Line managers can contact their HR Advisor for further guidance if required.
- 4.13 For the partner of an individual undergoing treatment, line managers may authorise up to ten hours paid special leave (pro-rated for part-time officers) for each fertility treatment cycle. A treatment cycle is defined as starting from a consultation appointment through to a positive/negative pregnancy test at the end of the treatment. The partner can allocate their special leave to appointments/procedures of their choice.
- 4.14 Any officer who wishes to take the above time off will be required to provide a statement from a qualified medical practitioner that fertility treatment has been recommended and approved. This can be provided to the line manager, or to an HR Advisor or Workplace Health. Officers do not need to share any information with their line manager regarding their fertility treatment.
- 4.15 Officers should try to arrange appointments outside their working hours where possible, or at times that will cause the minimum amount of inconvenience to the organisation. It is appreciated however that this is not always possible, particularly considering the number of appointments and treatments that may be required, which may be at short notice. Officers should give as much notice as possible of the time off required and, at the

Official

Version Number: 2.13

Page 20 of 31

LEAVE AND TIME OFF (OFFICERS) POLICY

Official

request of their line manager, produce evidence of appointment for which time off is requested.

- 4.16 It is also recommended that where possible line managers offer flexibility in shift patterns / flexible working during the treatment period.
- 4.17 If an officer is unwell and unable to attend work as a result of IVF treatment they should report their absence as sickness in line with the Sickness Absence Management policy.

Flint House Police Rehabilitation Centre

- 4.18 Time spent at Flint House will be recorded as duty time unless the officer is absent from work as a result of sickness, in which case it will be recorded as sickness absence. A maximum of two rest days will be re-rostered where attendance at Flint House results in an officer working eight consecutive duty days. If an officer's stay at Flint House coincides with a period of annual leave already booked, the officer may request to have this annual leave reinstated.
- 4.19 The arrangements at 4.18 also apply to other rehabilitation/treatment centres recognised by the Constabularies.

5. Formal Duties

Jury Service

- 5.1 Where an officer is notified of the requirement to attend jury service, they should immediately notify their line manager of the dates required to attend to enable appropriate cover arrangements to be made. The normal length of jury service is two weeks. In certain circumstances if the officer's absence is likely to cause substantial operational harm, we may require the officer to apply to be excused or to defer their jury service.
- 5.2 The officer's normal full pay will continue during jury service, including any allowances to which the officer would be entitled during the period of jury service.
- 5.3 The officer may be released from jury service early on some days but will not be required to make up any hours they were rostered to work whilst on jury service. Additionally, any requirement to serve any extra hours will not be regarded as overtime. Rest days and free days (free days relate to part-time officers only) during the period of jury service will not attract any compensation.
- 5.4 During jury service the officer's work pattern will remain unchanged except for the following which will be reallocated to ensure compliance with the Working Time Regulations:

Any shifts falling on the following days:

- on the day immediately preceding the commencement of jury service

Official

Version Number: 2.13

Page 21 of 31

LEAVE AND TIME OFF (OFFICERS) POLICY

Official

- on a Saturday or Sunday in the middle of jury service
- on the day immediately following jury service

Consideration will also be given to the reallocation of any night shift falling within 48 hours preceding the commencement of jury service.

Rostered rest days will only be rescheduled where this is necessary to comply with Working Time Regulations.

- 5.5 Where an officer is completely released from jury service for a day or a number of days towards the end of their jury service, they will be expected to return to work to complete the hours of duty rostered for that day or days.
- 5.6 If the period of jury service is extended or is likely to be extended beyond the expected length, the officer must keep their line manager informed to ensure continued cover arrangements.
- 5.7 If an officer becomes ineligible, deferred or excused from jury service, or service concludes before the expected end date, the officer should return to work on their next scheduled working day, as long as compliance with the Working Time Regulations is maintained.
- 5.8 At the end of jury service, administrators at the court will require an expenses and subsistence claim. The court will then reimburse the officer directly for expenses/subsistence.
- 5.9 Any period of jury service absence should be recorded on Force duty management systems, with the reason given as jury service and the normal time due to be worked for that day will be credited accordingly.
- 5.10 If an officer is required to attend jury service during a period of annual leave they have already had authorised, they can request to have that annual leave reinstated.

Court appearance (non-work related)

- 5.11 Where an officer is required to make a court appearance for a non-work related civil case e.g. divorce proceedings time off to attend will be unpaid or may be taken as annual leave, TOIL, etc. and requires line manager approval in the same way as leave for other purposes does.

Public duties

- 5.12 If an officer wishes to undertake any public duties they must firstly obtain approval through submitting a Business Interest Application.
- 5.13 Officers who are officials or members of an eligible public body (as listed below) will be entitled to reasonable time off from work to attend meetings and fulfil their official duties and responsibilities:

- magistrate

Official

Version Number: 2.13

Page 22 of 31

LEAVE AND TIME OFF (OFFICERS) POLICY

Official

- local councillor
- school governor
- member of any statutory tribunal (for example an employment tribunal)
- member of the managing or governing body of an educational establishment
- member of a health authority
- member of the prison independent monitoring boards.

5.14 Where possible, officers should ensure that public duties fall outside their normal working day, however if this is not possible up to six days paid leave per annum (pro-rated for part-time officers), calculated on a rolling-basis, may be authorised.

5.15 If the public duty falls on a rest day, the officer is not entitled to compensation or reallocation of the rest day, nor are they permitted to change a rest day in order to maximise leave entitlement.

5.16 Any additional time off required will be unpaid.

5.17 If an officer receives any payment (above basic expenses) from any public duty and has received Constabulary pay for the time taken off, the officer must notify the Constabulary so that the necessary deduction from salary can be made.

5.18 Officers must submit a letter confirming their public duties to their line manager, who will ensure that their business interest has been registered and approved before authorising time off.

Time off for reserve forces activities

5.19 Officers who are members of the reserve forces may be granted paid special leave to engage in training for up to a total of 12 days in any leave year. Approval is subject to operational resilience and is at the discretion of the Head of Department. Special leave for part-time officers will be calculated on a pro-rata basis (in days). Officers should request special leave in far as advance as possible and submit a letter from their Commanding Officer confirming dates of the training.

5.20 Where additional time off is required to cover any further training commitments throughout the year, officers should request other forms of leave such as annual leave or TOIL.

5.21 Officers wishing to join the reserve forces must submit a business interest application to Professional Standards Department.

5.22 If an officer is called up for Reserve Service, they will be released from duty under the provisions of HM Reserve Forces Act 1996. The period of reserve service will be treated as unpaid leave for which the officer will receive no

Official

Version Number: 2.13

Page 23 of 31

LEAVE AND TIME OFF (OFFICERS) POLICY

Official

pay or allowances from the Constabulary. When the period of reserve service ends they will be reinstated to their role.

Time off for Volunteer Military Cadet Leaders

- 5.23 Officers who are volunteer leaders in military cadet organisations may be granted up to six days' special leave in any leave year to attend annual training camps and courses. For part-time officers this should be calculated on a pro-rata basis (in days). Approval of this special leave is subject to operational resilience and at the discretion of the officer's Head of Department.
- 5.24 Officers who are volunteer military cadet leaders must have an approved business interest in place.

Leave requests by armed forces spouses and partners

- 5.25 Line managers should be flexible in granting leave requests for armed forces spouses and partners before, during and after a partner's deployment.

Time off for staff association/network support group activities

- 5.26 Officers who are chairs, or representatives of staff associations and network support groups are permitted to take reasonable work time to attend meetings and other activities related to their role. This needs to be agreed with the officer's line manager and planned through RMU (for those officers whose duties are managed by RMU). Further detail is given in the Staff Support Network Groups policy.

Accompanying a colleague at formal proceedings

- 5.27 Officers and police staff have a right to be accompanied at formal internal meetings and hearings. Officers who are accompanying a colleague are entitled to receive reasonable paid time for attending the hearing or meeting, plus time necessary for familiarisation with the case and discussions with the colleague before and after the hearing.

Trustees of occupational pension schemes

- 5.28 A trustee of an occupational pension scheme (as defined in the Pension Schemes Act 2015) or a director of a trustee company is entitled to reasonable paid time off to carry out trustee duties or be trained for those duties.

Attendance at interviews

- 5.29 Time off for attendance at internal Constabulary interviews or promotion boards will be paid.
- 5.30 Where an officer has applied for a job role external to the Constabularies, attendance at interviews should be covered by taking annual leave, TOIL

Official

LEAVE AND TIME OFF (OFFICERS) POLICY

Official

or unpaid leave. This will require approval from the officer's line manager in the normal manner.

6. Study and Exams

Work-related courses

- 6.1 Where an officer is required to attend a work-related course, paid time will be granted for the entire duration of the course. Where officers are required to travel on their rest days for attendance at a work-related course, they will be compensated in line with Police Regulations.

Further Study

- 6.2 Where an officer wishes to pursue an approved period of further study leading to a qualification which is directly relevant to their role, and which will require prolonged regular attendance off-site, the officer and their line manager should attempt to find a workable solution for attendance which does not entail paid time off, e.g. flexible working, change of shifts. (This should not result in a working arrangement which brings enhanced pay). If time off is unavoidable, a maximum of a half a day per week paid leave will be granted, subject to operational demands. The officer will be expected to make up any other related absence by working additional hours and taking annual leave/TOIL/flexi.

Exams

- 6.3 There is no entitlement to paid study leave for revision, which should be covered by taking annual leave, TOIL or unpaid leave. Attendance at promotion examinations and re-sits will be considered a duty day. For all other exams where the course is supported by the organisation, paid leave will be granted for the day of the exam.

Right to request time off for training

- 6.4 Officers with at least 26 weeks' continuous service have the right to request **unpaid** time off to undertake any training which they believe will improve their own effectiveness and/or the performance of the organisation. The right relates only to making a request and there is no automatic entitlement to have such time off granted. The request for time off can include both accredited programmes leading to the award of a recognised qualification or shorter unaccredited training to develop specific skills relevant to the job or area of work. There is no limit on the amount of time or the amount of study/training that the officer can request, however, only one request can be submitted in any 12-month period.
- 6.5 Requests for unpaid time off for training should be submitted in writing to the officer's line manager and must include details of the training; how it will benefit the officer and the organisation, noting that it is an application under section 63D of the Employment Rights Act 1996 (which is a part of the ERA that applies to officers and employees equally). If you have made a previous request, you should include details of how and when this was submitted.

Official

Version Number: 2.13

Page 25 of 31

LEAVE AND TIME OFF (OFFICERS) POLICY

Official

- 6.6 Within 28 days of receiving the request the line manager will liaise with their HR Advisor, and the request will either be accepted and the officer informed in writing of the outcome, or the officer may be requested to attend a meeting with their line manager to discuss the request, with the outcome being confirmed in writing 14 days after this meeting.
- 6.7 If the request is denied the officer has a right to appeal. Any appeal must be made within 14 calendar days and should be directed to the officer's second line manager for consideration.

7. Family and Dependants

Compassionate leave

- 7.1 Compassionate leave is available to provide support to help an officer cope with a traumatic event or circumstance, to be used when more appropriate than sickness and/or any other category or statutory provision, such as time off for dependents.
- 7.2 Compassionate leave may be granted under circumstances such as severe ill health, injury or death, of a partner, dependant, near relative or other person close to them, that causes the officer harm or trauma. The Constabularies wish to support officers who have become the victims of crime, especially domestic abuse and line managers are encouraged to speak to their officers regarding their individual needs and use this type of leave if appropriate.
- 7.3 The officer should contact their line manager as soon as possible to inform them of the event, and the line manager should discuss with the officer what support they can provide.
- 7.4 Management discretion is needed to agree the amount of compassionate leave to be granted depending on individual circumstances. The line manager can grant up to three days' paid compassionate leave, and up to a further four days' extension can be approved by the superintendent or head of department.
- 7.5 Where additional time off is required, other forms of leave can be granted such as annual leave, TOIL, RDIL, or unpaid leave.
- 7.6 However, in exceptional circumstances special leave not exceeding four weeks (in addition to the seven days), may be applied at the discretion of the Director of People, including payment thereof. In considering whether to grant this leave, consideration will be given to personal circumstances, faith or family makeup and organisational requirements.
- 7.7 In such instances referral to Workplace Health should also be considered, having regard to the officer's welfare.
- 7.8 Where an officer wishes to appeal the decision of their line manager, superintendent or head of department, the appeal should be made in writing within seven days to the Director of People who will review the case and

Official

LEAVE AND TIME OFF (OFFICERS) POLICY

Official

make a final determination giving consideration to the information put forward.

- 7.9 Line managers should ensure that the officer is aware of support through the EAP, and the Constabularies' trauma and bereavement peer support groups.

Parental Bereavement Leave

- 7.10 Parental bereavement leave is the entitlement of two weeks' paid leave available to all officers who suffer a still-birth after 24 weeks of pregnancy or lose a child under the age of 18. This entitlement is in addition to, and not a replacement for, any other leave a parent may wish to take, including time off for dependants, compassionate leave, or other types of parental leave. There is no qualifying period of service in order to take parental bereavement leave. If more than one child has died the parent is entitled to a period of parental bereavement leave for each child.

- 7.11 The officer is still entitled to their full maternity leave if they have a still-birth after 24 weeks of pregnancy or their child dies soon after birth, or continuation of adoption leave for up to eight weeks if their child dies whilst they're on adoption leave.

- 7.12 Parental bereavement leave applies equally to parents and to a parent's partner. A parent for these purposes is any of the following:

- natural parents, adoptive parents or those who have become parents through surrogacy or fertility treatment;
- a natural parent of a child who has been adopted but has a court order giving contact with the child;
- a person with whom a child has been placed for adoption, as long as the adoption has not been disrupted;
- a prospective adopter who is living with the child following entry into the UK from overseas and has official notification of eligibility to adopt;
- an intended parent under a surrogacy arrangement;
- foster carers, guardians or others who are the child's main carer
- a parent in fact
- a partner of any of the above

- 7.13 The leave can be taken at any time in the 56 weeks from the date of loss and either as two consecutive weeks or as two separate weeks at different times. A 'week' is seven calendar days and the leave must be taken as whole weeks.

- 7.14 The officer must notify their line manager/duty manager to take the leave, but this can be informal e.g. a phone call and doesn't need to be in writing.

Official

Version Number: 2.13

Page 27 of 31

LEAVE AND TIME OFF (OFFICERS) POLICY

Official

- 7.15 For leave starting within 56 days of the loss, notice should be given no later than when the officer would normally start work, or as soon as practicable afterwards. For leave to start more than 56 days from the date of the loss, one week's notice, or as soon as is practicable, is required. An officer can change or cancel their weeks of leave giving the same notice periods, but not when they have already started a weeks' leave.
- 7.16 There is no requirement to provide any documentation i.e. a death certificate in order to take parental bereavement leave.

Time Off for Dependants

- 7.17 Officers' time off for dependants is covered by Police Regulations – Annex T Determination for Regulation 33. Time off for Dependants (TOD) will be paid and will be treated as duty time.
- 7.18 TOD is the entitlement that provide officers with reasonable time that is necessary to set up care arrangements or to deal with an unexpected event involving a dependant. An event can be 'unexpected' even if it is known about in advance.
- 7.19 TOD is the back up for when there is disruption to plans in place or a new event, it is not an alternative to having long term solutions in place. Some officers may have caring responsibilities for a dependant and this should be managed through flexible working or other bespoke arrangements. If an officer works part-time their right to TOD is not affected.
- 7.20 TOD can also be used in the event of a death of a dependant in relation to practical arrangements. TOD is in addition to any compassionate leave or parental bereavement leave taken.
- 7.21 A 'dependant' is classed as a spouse, civil partner, a child, a parent, a person who lives in the same household as the member, otherwise than by reason of being his employee, tenant, lodger or boarder. Additionally, a 'dependant' includes any other person who reasonably relies on the officer to make arrangements for provision of care, or for assistance if they fall ill, or is injured or assaulted.
- 7.22 The officer must tell their line manager (or duty manager) of the need to take TOD as soon as reasonably practicable, the reasons why the leave is necessary, and for how long they expect to be absent.
- 7.23 There is no specified time or maximum duration of a period of TOD however the time taken must be reasonable and only as long as it takes to deal with the matter at hand. In most instances TOD will be no more than one or two days.
- 7.24 There is no limit to the number of occasions TOD can be taken as long as the leave is necessary.

Official

Version Number: 2.13

Page 28 of 31

LEAVE AND TIME OFF (OFFICERS) POLICY

Official

Parental leave

- 7.25 Parental leave is the right for parents or those with legal responsibility for a child, to take unpaid time off work to look after a child or make arrangements for the child's welfare.
- 7.26 Officers who have completed one year's continuous service are entitled to take unpaid parental leave.
- 7.27 Parental leave entitlement is 18 weeks for each individual child born or adopted. In the case of multiple births, parents will be eligible for 18 weeks for each child. The entitlement is for 18 weeks for the whole childhood, not each year.
- 7.28 Parental leave may be used for each child up to their 18th birthday. The leave can be taken in blocks of a week or multiples of one day as specified in Police Regulations.
- 7.29 Requests for parental leave should be submitted via the officer's line manager giving at least 21 days' notice before their intended start date, and specifying the dates on which they wish their leave to start and end. Subject to exigencies of service, officers will be granted the leave dates they have requested.
- 7.30 Officers are entitled to buy back, for pension purposes, any period taken as parental leave.

Carers' special leave

- 7.31 Officers do not have a statutory right to carer's leave but may take up to one week of unpaid special leave for the specific purpose of giving or arranging care for a dependant who has:
- a physical or mental illness or injury that means they are expected to need care for more than three months or;
 - a disability as defined by the Equality Act or;
 - care needs because of their old age.
- 7.32 The dependant does not have to be a family member but can be anyone who relies on the officer for care.
- 7.33 Officers may take up to one week of special leave in a rolling 12-month period, a 'week' being the length of time the officer normally works over seven days, e.g. if the officer works three days a week, three days' special leave may be taken. If the officer's working hours vary each week the amount of special leave they may take is calculated by adding the total number of hours worked in 12 months and dividing by 52.
- 7.34 The leave can be taken as a whole week or individual days or half days.

Official

Version Number: 2.13

Page 29 of 31

LEAVE AND TIME OFF (OFFICERS) POLICY

Official

- 7.35 If the officer needs to care for more than one person, they cannot take a week's leave for each dependant. The special leave can however be used on more than one dependant.
- 7.36 Notice to take this special leave needs to be given to the officer's line manager in writing. The required notice period is either twice as many days as the period of leave required, or three days, whichever is the greater.
- 7.37 Officers do not need to give evidence of their dependant's care needs.
- 7.38 Managers cannot refuse a request for this special leave, however, if the absence would cause serious disruption to the organisation the officer can be asked to delay it, but the officer must be allowed to take special leave of the same duration within one month of the original date requested. Managers should confirm the reason for the delay and new date in writing within seven days of the original request.
- 7.39 Any request for special leave for the purpose of caring in addition to one week, must follow the request and approval process for discretionary special leave at 8.1 and 8.2 below.
- 7.40 If an officer needs to take time off in an emergency or unplanned circumstances they can take time off for dependants (TOD) (see section above) without giving notice.

8. Other

Discretionary Special Leave

- 8.1 If an officer requires time off for reasons which do not fall under any of the categories in this policy, they must submit an application for Special Leave to the Director of People together with a recommendation from their Superintendent or Head of Department. Consideration should be given to any annual leave or TOIL outstanding, as well as to the personal circumstances. The decision on whether to grant Special Leave and whether this will be paid or unpaid will be made by the Director of People.
- 8.2 Where there is an urgent requirement to take time off, managers may use their discretion to authorise this and report retrospectively to their Superintendent or Head of Department and the Director of People.

Special leave for participation in sporting events

- 8.3 Paid special leave for participation in sporting events will only be granted in exceptional circumstances, for example where the officer is representing their country, or is a carer accompanying a disabled competitor who is representing their country. Applications should be made in writing to the Director of People.

Official

Version Number: 2.13

Page 30 of 31

LEAVE AND TIME OFF (OFFICERS) POLICY

Official

Leave and time off options in the event of severe weather

- 8.4 If, due to severe weather conditions, an officer is unable to travel to their place of duty they should contact their supervisor or line manager before their duty time commences in order to agree an appropriate course of action.
- 8.5 The options available in such circumstances may include:
- working at home, subject to the nature of their role and appropriate work being available;
 - working at an alternative and accessible location;
 - taking annual leave;
 - taking TOIL or other type of accrued time off;
 - changing their working day and working the day at a later date.
- 8.6 At the onset of county-wide severe conditions, central policy direction will be given to officers and management. In extreme localised weather conditions, managers/supervisors should exercise their discretion in a common-sense way taking into consideration individual circumstances.
- 8.7 During severe weather, it is necessary to maintain an operational service and it should not be assumed that annual leave or time off will be granted where other alternatives are available.

9. Unauthorised leave of absence

- 9.1 Unauthorised leave of absence is where an officer is absent from work without explanation and/or contact. Immediate action should be taken by the line manager to make contact with the officer, in order to check upon their welfare and establish the reasons for absence. If the line manager is unable to make contact they should contact their HR Advisor for advice on next steps.
- 9.2 Line managers should be aware that unauthorised absence may take various forms. It may be an isolated unplanned absence for a good reason (for example to care for a dependant in the event of an emergency). The length of, and reason for, the absence will determine how it is dealt with. Where an unacceptable or unsatisfactory explanation is given or no explanation is forthcoming, the matter may be considered a conduct issue.
- 9.3 For advice and guidance relating to unauthorised absence line managers can contact their HR Advisor.

Official

Version Number: 2.13

Page 31 of 31