

Leave and Hours of Duty - Police Officers

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Policy Statement

Summary

West Yorkshire Police (WYP) shall ensure it has sufficient police officers on duty to respond to calls for service and provide effective policing to the communities it serves.

The organisation will ensure that arrangements are in place for the operation and management of shift patterns, rotas, leave and duties. This policy includes details of duty roster arrangements, types of leave, and rest day and public holiday arrangements.

Scope

This policy applies to police officers of all ranks.

Working Weeks and Days

Principles

- A week is a period of seven days starting on a Monday at a time designated by the Chief Constable.
 - A normal working day is a period of 24 hours, starting at the time designated by the Chief Constable for the district or department in which officers are based.
 - The Chief Constable has designated that the start time of the working day shall be 7 am. The designated start time will apply unless the Chief Constable approves a different working day start time for specified roles due to their particular circumstances.
 - District Commanders and Departmental Heads are responsible for submitting requests for working day start time changes for specific roles to the Chief Constable. Prior to this submission consultation must be carried out with the Police Federation and affected officers.
 - A list of these roles is provided in the supporting information for this policy.
 - The designated start time shall equally apply to the following days:
 - Rostered working days;
 - Annual leave days;
 - Public holidays;
 - Rest days; and
 - Free days.
 - A normal tour of duty is eight hours per day, with a 45-minute refreshment break, except for officers working variable shift arrangements.
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Shift Patterns

Principles

- Full time officers will complete an average of 40 hours' duty per week and part time officers will complete an average of their defined hours per week over the cycle of the shift pattern.
- Shift patterns must comply with Working Time Regulations.
- Shift patterns must be planned so that:
 - No less than 12 hours elapse between two tours of duty. The recommended break between shifts is at least 13 hours;
 - Shifts are usually no longer than ten hours and no shorter than eight hours;
 - No more than seven days is rostered between rest days. As a minimum, patterns must contain either a continuous 24-hour rest period each week or an uninterrupted rest period of 48 hours in any reference period of 14 working days;
 - They support the delivery of local operational demand; and
 - They have a maximum of no more than four consecutive nights in a shift pattern (unless the officer is a designated night worker).
- Shift patterns must follow a forward rotational roster.
- In exceptional circumstances a shift pattern with shifts up to 12 hours in length may be agreed by the ACC People.
- In the event of a specific operation, officers can be rostered to work 12 hours if deemed necessary by the operational planner in consultation with the district commander or departmental head.
- Where possible, shift pattern changes will be made at the same time as a new rota starts. However, there may be occasions when this is not appropriate due to operational demands.
- The People Systems Manager must be consulted to ensure that any proposed new or revised shift patterns comply with the:
 - Working Time Regulations; and
 - Principles of good roster design and internal policies (including consideration of health and safety issues).
- The People Systems Manager will be able to assist in design and give guidance on best practice.
- Districts and departments will submit requests for approval of shift pattern changes using the proposed shift pattern revision approval form.
- Duties teams will plan rostered shift durations and amend them.

Approval of shift pattern changes

- If the proposed shift changes:
 - Do not amend the rest day pattern;
 - Affect only one district or department;
 - Do not affect the FSDR;
 - Are not regarded by the District Commander or Head of Department or the People Systems Manager as a major business change; and
 - Do not increase costs,
 then the People Systems Manager can approve the new pattern without any further referral. In all cases the pattern must be submitted to the People Systems Manager in the first instance.

- However, where:
 - One or more of the above criteria is not met; or
 - The Police Federation have formally objected to the proposed changes; or
 - The People Systems Manager does not approve the changed pattern;
 it will be referred to the ACC People, as per the sections below, with the People Systems Manager's comments added.
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Consultation and notice periods

- A consultation period of, at least, 30 calendar days will be allowed for all permanent changes to shift patterns which are intended to:
 - Introduce variable shift arrangements to a group of officers who were not previously working a variable shift pattern;
 - Revise existing variable shift arrangements; or
 - Replace one eight hour shift pattern with another.
 - At least 30 calendar days' notice must be given following the completion of the consultation period of the introduction of a new or revised shift pattern. However, where possible three months' notice of the new pattern will be given.
 - When three months' notice is not given, consideration must be made to individuals who have significant problems with child care etc. with a view to them being transferred to the new pattern at a later date, if necessary.
 - Following the completion of the consultation period the new or revised shift pattern will be published and communicated to officers via one or more of the following methods:
 - The intranet;
 - Email;
 - In person; or
 - The Duties Management System.
 - Any new shift pattern will be subject to an Equality and Human Rights Assessment as part of the organisation's duty to promote equality.
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8 hour patterns

- When it is intended to introduce a new eight hour shift pattern for a particular group of officers, or to amend an existing eight hour shift pattern, then consultation and notice arrangements will be carried out as above.
 - The ACC People must approve a new shift pattern for officers who did not previously work an eight hour pattern before notice is given about its introduction.
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Corporate Shift Patterns

Principles

- The organisation may operate various corporate shift patterns each relating to different groups of officers and these patterns could:

- Specify duty start and/or finish times which may not be amended locally;
- Provide a template in respect of rest days only.
- The Chief Officer Team will determine whether to introduce any new or revised corporate shift patterns (including supporting guidance). Prior to making a final decision about the introduction of a new or revised corporate shift pattern a period of consultation will be carried out. The consultation will include:
 - Police Federation Joint Branch Board representatives;
 - The Superintendents Association; and
 - Affected officers.
- Consultation and notice periods of new or revised corporate shift patterns will be carried out as above.
- The organisation operates 2 corporate shift patterns. These are:
 - Five Shift Duty Rota (FSDR)**
 - Is a corporate rest day pattern.
 - The FSDR pattern was introduced following an organisational Shift Review. Refer to the operating principles.
 - Variable Shift Arrangement (VSA) 2**
 - Is a corporate shift pattern in respect of rest days only, and is specifically intended for officers in roles that are not typically 24/7. However, the pattern can be revised to include a small number of night shifts for some officers in a shift; no more than one week (seven shifts) in a 15-week period can be night shifts.
 - If night shifts are included in the pattern, the roster must be published showing the shifts in which the officer will work nights.
 - Roles covered by the VSA 2 pattern will be approved by the ACC People.
- The FSDR and VSA 2 shift pattern are available in the supporting information to this policy.
- Some corporate shift patterns allow districts or departments to make local variations. Where this is permitted, the guidance which accompanies the shift pattern will describe the flexibilities available.
- Consultation must be carried out with Police Federation Representatives and with affected officers over all local variations to corporate shift patterns.
- The final decision over the introduction of local variations within corporate shift patterns will be made by the ACC People following a discussion with the District Commander, but it must also be approved by the People Systems Manager.

Separate variable shift patterns

- Districts and departments with a specific organisational requirement that need to develop variable shift patterns which are different from the corporate shift patterns must first evaluate whether the corporate shift pattern could meet their needs.
- The ACC People must approve the introduction of the new shift pattern prior to notice being given as per shift patterns above.

Alteration to an existing roster

- An officer's published shift must not ordinarily be altered, but it may be altered if this:
 - Arises from the 'exigencies of duty,' e.g. unforeseen public order situations, court attendance or essential training; or
 - Is at the officer's own request.
- If an 'exigency of duty' requires a planned roster change, it must be authorised by an officer of at least the rank of chief inspector.
- Alterations to an officer's shift should not be taken lightly and any unnecessary changes must be avoided. The changes must not be made purely on finance grounds.
- Supervisors must always ensure that officers are made aware of any short notice duty changes. See section on cancellation and alteration to rest days for details.
- Where an officer is required to undertake a role which has a different shift pattern, for example because of a change of role or posting or a promotion, they will be given a minimum of a month's notice of that change.
- If the officer, for whatever reason, cannot commence their new shift pattern on the suggested date, then their new pattern will commence in line with the publication of the next 3-month roster or an earlier date by mutual agreement.

Rotas

- Rotas will be published every three months for all constables and sergeants on the dates shown below. These are published one month before the start of the rota and indicate:
 - Rest days;
 - Public holidays (where there may be a requirement to work);
 - Free days for part time officers; and
 - The times an officer's shifts begin and end.

Date rota to be published each year	Date rota starts each year
1st March	1st April
1st June	1st July
1st September	1st October
1st December	1st January

Duty**Recall to duty**

- A recall to duty is when an officer is required to perform a further period of duty in addition to their normal period of duty within the same working day, i.e. an island tour of duty. For example, if an officer works 0700–1500

and are required to return to duty 1700–1900 on the same day between two tours of duty.

- If an officer is required to perform duty at a time in the working day different to that indicated by their duty rota, due to an exigency, court or training then, subject to correct notice being given, such will be considered to be a re-rostering of duty and NOT a recall to duty.
- Other than in emergencies, recall to duty between tours of duty or on rest or annual leave days, will only be authorised by a supervisory officer senior to the officer.
- Officers will be compensated in accordance with Police Regulations 2003.

Compensation:

1. Time off and pay in accordance with Regulation 25 and Annex G.
 2. Travelling time in accordance with Regulation 22 and Annex E. Travelling time expenses necessarily incurred for the return journey to and from the place of duty occasioned by the recall.
- Travelling time will be granted in accordance with Police Regulations and is classed as duty time.
 - The current maximum amount of travelling time set by the Chief Constable is one hour.

Unsocial hours allowance

- Officers up to and including the rank of chief inspector will be paid an additional 10% of their basic pay for every full hour worked between 2000 and 0600 hrs.
- This is a non-pensionable allowance.
- Payments will be made in accordance with Police Regulations.

Training

- If an officer attends a training course, they will be temporarily removed from their rostered shift pattern and will be rostered to a pattern with shifts of eight hours' duration, if different, for the period of the course.
- Shifts of longer than eight hours may be rostered where the specified length of the training course is longer than eight hours. For courses of six days' duration or more, rest days will be allocated at the rate of two per week.

Duty crossing over two police days

- If an officer is required to perform additional duty (overtime) at the end of a normal tour of duty, and this entails them working into the next police day, they will be compensated in accordance with Police Regulations.
- The appropriate compensation will depend on the status of the second day and length of notice given.
- If a tour of duty is brought forward and then starts on a day when the officer has already performed a tour of duty, they will be compensated in accordance with Police Regulations.
- In the circumstances the officer is not entitled to travelling time or expenses in respect of their journey home after completing the second

duty day. Neither do they constitute a recall to duty as referred to in the Police Regulations 2003.

Core hours balances

- In order to ensure that officers who work a variable shift pattern complete their designated average number of hours per week it may be necessary for Duties Teams to make an adjustment to debit or credit their “core hours” on the duties management system.
- The Duties Team will:
 - In the event of a requirement to adjust ‘core hours’, known in advance of the publication of the quarterly duty roster (such as a public holiday), make the adjustment within the relevant roster prior to its publication;
 - In the event of an unplanned requirement to adjust ‘core hours’, for example due to a change of working hours following a temporary posting, the adjustment will be made, when practicable, within the quarterly monthly published roster.
- Any roster adjustments will be for a minimum of one hour, unless the total core hours credit or debit amounts to less than 60 minutes.
- Additional working days will not be rostered to recover core hour deficits, without the officer’s agreement. If, due to a rota change, e.g. because of a change of shift team or training course, an officer receives a higher or lower number of rest days than they would otherwise have, replacement shifts or rest days can be rostered.
- Duties teams may recover working hours’ credits arising from attendance at training courses or from attendance at court by allocating the additional hours worked against a core hour’s deficit, if held.
- Where a constable or sergeant has a core hours credit, for example because of a public holiday falling on a rostered rest day, the officer may take these hours off against a working day of any duration.
- Where a constable or sergeant has a core hours debit, and is requested by supervision to begin their tour of duty early, this can be used to repay core hours, providing it is a minimum of 30 minutes. This must be authorised and updated on CARM by the Line Manager.

Refreshment breaks

- For officers who are working a variable shift and are on duty for a continuous period of five hours or more, their refreshment break, as far as exigencies of duty allow, will be:

Hours	Refreshment time
Less than 6 hours	30 minutes
6 hours or more, but less than 7 hours	35 minutes
7 hours or more, but less than 8 hours	40 minutes
8 hours or more, but less than 9 hours	45 minutes
9 hours or more, but less than 10 hours	50 minutes
10 hours or more	60 minutes

- Where exigencies of duty prevent a refreshment break from being taken no alternative compensation will be given other than in accordance with the Working Time Regulations.

Rest Days and Public Holidays

Principles

- Officers will be granted leave, so far as the exigencies of duty permit, on public holidays and rest days in accordance with Police Regulations.
- Rest days will be taken in accordance with the published rota.
- If officers are required to work on a rest day or public holiday, they should refer to the Recall to Duty section.
- For a full time officer a public holiday is a period of eight hours. (For a part time officer the length of a public holiday will be pro-rata. Further information is provided in the Flexible Working Arrangements - Police Officers policy).
- If as a result of a public holiday an officer has a shortfall in their rostered working hours this will be shown as a deficit on their CARM Duties Management System “core” hours balance. (See section on Core Hours Balances).
- **Rest Days in Lieu – Core Hours Credits** (constables and sergeants only)
 - In the event that a public holiday falls on constable’s or sergeant’s rostered rest day then the rest day hours (eight hours or the pro-rata entitlement for a part time officer) will be credited to the officer’s core hours bank.
 - These core hours are available to be used at a time of the officer’s choosing subject to the usual leave approval arrangements. However, these hours must be taken within 12 months of the public holiday on which they were accrued. For example, hours accrued from New Year’s Day must be used by the 31st December.
 - Any core hours credits arising from public holidays that fall on rostered rest days which are not taken within 12 months of being accrued will be forfeited and will be automatically removed from the officer’s core hours balance.
 - If an officer’s core hours balance is in deficit and they receive a credit because a public holiday falls on a rostered rest day, the hours will immediately be used to reduce or eradicate the officer’s deficit balance. (Core hours are only available to be taken as time off if the officer’s core hours balance is in credit.)
 - Duties Teams will monitor this and ensure that it is adhered to. Line managers must also ensure that this is managed appropriately. Where they are taken as a full day it will be applied as a rest day from Core Hours and normal rest day cancellation rules will apply – only the duties team will be able to action this.

Cancellation and alteration of rest days

- All alterations to a rostered rest day, as shown on a published roster, must be authorised by an officer of at least chief inspector rank.
 - Officers required to work on a rest day will be compensated as per Police Regulations.
 - Where any planned alteration is made to an officer's rostered rest day, they will be notified by one or more of the following methods:
 - In person;
 - Internal email;
 - CARM duties management system; or
 - Telephone call to mobile or landline.
 - On any of the electronic means a 'read receipt' will be taken as proof of warning. Leaving a telephone voicemail message will not be proof of warning. Only when the officer replies will the warning have been given.
 - Any dispute relating to the length of notice that the officer was given in relation to the cancellation of their rest day will be determined by their district or departmental chief inspector.
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Reallocated rest days

- Subject to the exigencies of duty, rest days in lieu (RDILs) will be taken within a 12-month period of the rest day worked in accordance with Police Regulations. For constables and sergeants rest days will still be reallocated, when necessary, to avoid officer working patterns breaching the Working Time Regulations or the provisions of Police Regulations.
 - If the rest day in lieu is not taken within 12 months of the day worked, then it will be withdrawn and no longer be available to the officer.
 - If, due to the exigencies of duty, has not been able to take their rest day within the 12 months period, then they can appeal for the RDIL to be retained for a longer period.
 - The decision of this appeal is final.
 - Officers up to and including superintendent appeal in writing to their district commander or departmental head, detailing the reasons that the day/s have been refused or cancelled. Chief Superintendents appeal to the appropriate Assistant Chief Constable or Assistant Chief Officer.
 - Rest days or reallocated rest days must be taken off as full days.
 - All outstanding rest days in lieu and core hours credits associated with public holidays must be taken before an officer retires or resigns as there is no facility under Police Regulations for them to be paid for these days. This includes officers joining the Retire and Return scheme.
 - If they are not taken then this may affect the date on which the officer wishes to retire or resign. Alternatively, the days may be forfeited.
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Forfeited core hours credits and RDILs due

- If an officer forfeits any core hours credits or rest days in lieu specifically because of long term sickness (four weeks or longer), shared parental leave, adoption leave, maternity leave, unpaid parental leave or

**to specified
absences**

suspension from duty, they can submit a request to Employee Relations for an extended period in which to take the core hours credits or RDILs.

- The officer's submission must be made on the Forfeited Hours/RDILs Request Form. Any request for additional time must be submitted within one month of the officer returning to work following their absence.
- The period of any extension will be the period that the officer was absent, for example if a person was absent for seven months during the 12-month period in which they had to take the core hours credits or rest days in lieu, then their period will be extended by seven months.
- An Employee Relations Advisor will grant an extended period if they are satisfied that the officer's ability to take the core hours credits or RDILs was reduced by one of the specified absences.
- The Employee Relations Advisor will notify the officer of their decision and, if the request is agreed, will send an email to People Systems Support with the completed form. The form will detail the number of core hours credit hours or RDILs that have been extended and the period of the extension(s).
- If a request is declined by the Employee Relations Advisor, the officer may submit an appeal to the Senior Employee Relations Advisor using the Forfeited Hours/RDILs Appeal Form. The decision of the Senior Employee Relations Advisor will be final.
- Please note that a request for additional time can only be given for RDILs that are forfeited due to long term sickness or maternity leave. No request can be made for rest days that occur during long term sickness or maternity leave.

Substituting Public Holidays

Principles

- Excluding Christmas Day, constables and sergeants are able to substitute each year public holidays as defined in Police Regulation 3 Section 1 for days which are not public holidays.
- Inspectors or above will continue to receive the public holidays as defined in Police Regulations.
- Officers can substitute their public holidays between the 1 August and the following 31 January for the next leave year (1 April to 31 March). The public holidays as defined in Police Regulations will be set as the default position and changes will only need to be made if officers wish to substitute different days.

Applications

- If an officer wishes to substitute a public holiday which is different from the public holidays as defined in Police Regulations, they must make their public holiday substitution via the duties management system (CARM).
- The dates requested by the officer as their substituted public holidays are subject to approval by their line manager, who will:
 - Approve their substitution subject to exigencies of duty; and

- Confirm via CARM, if possible within 28 days of receiving the substitution, which, if any, of the substituted days they have approved.
- Requests to substitute public holidays, due to periods of maternity leave or adoption leave, must be emailed directly to the People System Support mailbox, with a copy sent to their line manager. The People System Support team will then make the necessary adjustments to the officer's CARM record.

Note: Approval of a day to be treated as a public holiday does not guarantee that the officer will be given leave on that date. If they are required to work on the day, they will be compensated at public holiday rates in accordance with Police Regulations.

- Officers must submit their substituted days as early as possible in order to maximise the likelihood of their substitution being approved.
- Officers can change their substituted public holidays up to the 31st January, however, after this date the officer cannot change their substituted days unless:
 - Their line manager agrees that there are legitimate reasons for the change; or
 - Approval is declined and the officer is asked to re-submit their substitution for a particular day or days. For example, if they require additional leave at short notice their line manager may agree for them to change their public holidays.
- If any of the officer's substituted public holidays are declined they must make a further substitution for the unapproved day(s) within 28 calendar days of receiving the notification from their line manager that the substituted day(s) has been declined.
- Their line manager will then consider their further substitution and they will determine, as soon as possible, if the new substitution is approved.
- If they do not submit their new substitution within the 28 days their remaining unallocated public holidays will be re-allocated against public holidays as defined by Police Regulations, by their Duties Team.
- In the event that any of the officer's further substituted days are not approved they will be required to submit a further substitution. The same timescales and procedure will apply.

Additional provisions

- If they are an existing West Yorkshire officer and they start a new role part way through a leave year their public holidays for that year, including any substituted days, will remain unchanged.
- If they transfer into West Yorkshire Police part way through the year they will be required to provide details of their public holidays, and, subject to exigencies of duty, these will be honoured. They will have a choice of re-substituting alternative day(s) or taking the public holidays as defined in Police Regulations, if any of their previous substituted days are not approved.

- If they are a new student constable appointed to the organisation part way through a leave year they will receive the public holidays as defined in Police Regulations for the remainder of that leave year.
 - If the officer is starting or already on maternity leave or adoption leave, they can elect to substitute their public holidays before or during the leave year. However, the substituted dates chosen must fall within the leave year in which the public holiday originally occurred.
 - If they substitute any, or all, of their public holidays and they leave the organisation having had a disproportionate level of public holidays in that leave year, then any undertaken or overtaken public holiday hours will be paid to or deducted from their final salary.
 - Hours worked on a public holiday do not count towards an officer's rostered hours and are not part of their published rota.
 - If an officer is required to work on a public holiday, they will be compensated in accordance with Annex H of the Police Regulations 2003.
 - If they are required to work on a public holiday, they will be notified of any change as soon as possible, in accordance with Police Regulations.
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Overtime

Principles

- Constables and sergeants are entitled to compensation under the Police Regulations 2003 for remaining on duty if they have completed the number of hours duty on the rota for that particular day, there is an operational requirement for the shift to be extended, and a supervisory officer has authorised their retention on duty.
 - Officers are required to book on and off duty on CARM at the beginning and end of each shift. In exceptional circumstances if they are unable to comply with this requirement, e.g. because they are out of the organisation area, they must enter their duty details on CARM as soon as possible.
 - Paid overtime is inputted daily onto the organisation's FMIS payments system.
 - For the purposes of calculating overtime enhancements, the weekly period starts on Monday at a time designated by the Chief Constable.
 - Regulation 25 and Annex G of the Police Regulations 2003 gives the circumstances and manner of compensation in respect of overtime worked for ranks below that of inspector.
 - Further details about overtime procedures can be found in the Overtime policy.
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Time off in lieu (TOIL)

- Where a constable or sergeant has elected to receive time off in lieu (TOIL), this must be granted within a period of three months from the date on which the duty was performed, unless the officer chooses to retain their balance.

- If exigencies of duty make taking TOIL impractical, the officer will be paid the appropriate overtime allowance.
- A constable or sergeant may elect to retain a balance of up to a maximum of 48 hours on their TOIL record indefinitely. An officer cannot claim overtime for TOIL if they have a balance of 48 hours. An officer will be paid for any hours over the elected number of hours.
- This is done on the strict understanding that payment of overtime allowance for these hours will not be made after the expiry of the 3-month period, unless they leave the organisation for any reason.
- An officer may however, elect to receive payment for any TOIL if it is within three months of them having worked the overtime.

Maximum weekly working hours

- The maximum average number of working hours, including paid overtime and TOIL, must not exceed 48 per week in any 17-week reference period or a longer agreed multiple of the shift pattern, unless an Opt Out Agreement is in place. Any hours worked whilst doing an approved business interest must be included in these calculations.

Opt Out Agreement – Working Time Regulations

- Officers can choose to 'opt out' of the Working Time Regulations in relation to the 48-hour maximum working week. This agreement relates to this element of the Working Time Regulations only.
- The agreement is valid for 12 months at which point the agreement will be terminated.
- If the individual wants the agreement to continue, it is their responsibility to submit a new request prior to the termination date.
- The agreement can be terminated with seven days' notice either by the individual or the organisation.
- Officers must not exceed a maximum of 60 hours per working week. Student officers must not exceed a maximum of 52 hours per working week. The amount of hours worked per week must include any hours attributed to an approved business interest.
- Requests must be made on a Working Time Opt Out Agreement. This must be emailed directly to the HR System Support mailbox, with a copy sent to their line manager. The People System Support team will then update the officer's personal record.

Negative balances

- There is no facility available for negative balances on either rest days off in lieu/VRL days or time off in lieu of overtime.
 - If officers have existing debits then these must be cleared and they will not be paid for any overtime worked until the balance is cleared.
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Annual Leave

Principles

- Annual leave is additional to rest days and public holidays.
- Subject to exigencies of duty and the discretion of the Chief Constable which has been determined to mean the maintenance of satisfactory police cover, officers will be able to choose their periods of annual leave.
- The proportion of personnel allowed leave at any one time is subject to local arrangements.
- A day of annual leave is a period of 24 hours, starting at the time designated by the Chief Constable. See Working Weeks and Days section.
- Annual leave will be converted to hours.
- The annual leave year is from 1st April to 31st March of the following year, and the entitlement, in accordance with Police Regulations, is as follows:

All officers below the rank of superintendent except direct entry inspectors:	
Relevant service	Entitlement
Under 2 years	22 (176 hours)
2 years or more	25 (200 hours)
5 years or more	25 (200 hours)
10 years or more	27 (216 hours)
15 years or more	28 (224 hours)
20 years or more	30 (240 hours)
Officers in superintending ranks are entitled to 31 days' annual leave.	

For direct entry inspectors:

Direct entry inspectors:	
Relevant service	Entitlement
Under 6 years	25 (200 hours)
6 years or more	27 (216 hours)
11 years or more	28 (224 hours)
16 years or more	30 (240 hours)

- Only annual leave can be taken in half days. Rest days or reallocated rest days must be taken off as full days.
- Subject to the exigencies of duty, officers may take their annual leave in half days. When officers take annual leave in this manner, they will work for half their duty shift (rounded up or down to the nearest 15 minutes) and no refreshment break will be provided.
- Police Regulations only allow officers to take three full annual leave days in this way. Their district commander or departmental head may allow this number to be exceeded provided that they do not take the majority of their leave in half days.

- In exceptional circumstances officers may take leave in less than half day periods.
- When submitting applications for leave, officers must take account of known commitments e.g. court, courses etc. and provide an address or other means by which they can be contacted.
- Officers must submit applications for leave to their line manager via CARM, at least 14 days before the start date of the required leave. However, in some circumstances, a lesser period may be acceptable.
- Applications are approved as follows:
 - Applications by constables, sergeants, inspectors and chief inspectors are approved by a line manager at least one rank higher than the applying officer;
 - Applications by superintendents are approved by the district commander or departmental head; and
 - Applications by chief superintendents are approved by the functional ACC/ACO.
- If officers are aware that they are to be posted to another district or department before they submit an application for leave then this must not be approved by their current line manager. The application must be submitted to their new district or department.
- Other than in exceptional circumstances, officers cannot apply for leave before the first of the month, one year in advance of the start of the annual leave period. For example, if they wish to take a period of annual leave from 24 August to 7 September, they cannot apply for the leave before 1 August in the preceding year.
- Examples of exceptional circumstances are:
 - Planning for a wedding,
 - Pilgrimage, or
 - Special celebration.
- If officers require annual leave at short notice, they must obtain the authorisation from a line manager, who must update CARM.
- Approved periods of annual leave will only be cancelled in exceptional circumstances. If officers are recalled from a period of annual leave they will be compensated in accordance with Police Regulations.
- Officers whose annual leave day is cancelled will be given any compensatory leave and pay specified in Police Regulations, based on the length of the cancelled annual leave day. For example, if the cancelled annual day was a nine hour shift the officer would be given any compensatory leave and pay that was due based on a nine hour day, i.e. the officer would be given nine hours of annual leave back and also either another nine hours of annual leave or nine hours of pay at double time, depending on the officer's election. Likewise, if the cancelled day was a six hour shift any compensation that was due would be based on six hours.
- After officers have had their leave approved in the normal manner, they must also complete an MG10 and/or Duties Management System (CARM)

record to notify the change in their availability in respect of each outstanding crown court case they may have.

- The MG10 and/or Duties Management System (CARM) record must be forwarded to the relevant Crown Court Liaison department via the duties team.

**Carrying over
and anticipating
annual leave**

- Officers should be able to take their annual leave entitlement during the leave year, however officers up to and including the rank of chief superintendent may carry over five annual leave days (up to a maximum of 40 hours if they are working a variable shift arrangement) from one leave year to the next, but officers are encouraged to take their full entitlement each year.
- Applications to carry over leave in excess of 40 hours will only be considered in exceptional circumstances when it would be in the interests of the organisation for such leave to be granted. Officers must submit requests for approval to carry over annual leave to their district commander or departmental head or functional ACC in the case of chief superintendents. The decision maker must satisfy themselves that the officer has not already taken their full entitlement in the leave year.
- Officers up to and including the rank of chief superintendent may anticipate five days' (40 hours) leave from the next leave year, in the last month of the current year.
- If an officer needs to anticipate annual leave, they must submit their request for approval to their district commander or departmental head via their Employee Relations Advisor.

**Pay during
annual leave**

- For the first 20 days of annual leave, officers are entitled to receive a supplement of pay in respect of the following allowances:
 - All forms of overtime (to include public holidays)
 - Unsocial hours
 - Away from Home Overnight Allowance
 - Acting up allowance
 - Rest day working compensation
 - Part-time additional hours
 - On-call allowance
- In each pay period in which one or more of the above allowances is paid, a further amount of 20/365th of the value of the allowance(s) in that pay period will also be paid. This payment will be paid pro-rata to the officer's contractual hours, to reflect the number of days annual leave entitlement.

**Leaving the
organisation**

- All officers must be encouraged to take any outstanding leave entitlement before leaving the organisation. Officer annual leave entitlement in the year in which they leave is based on completed calendar months and if they leave without taking all or part of their annual leave entitlement, payment

of outstanding leave will be made in the month following the officer leaving.

- If officers leave the organisation having overtaken their holiday entitlement for the year, then the overtaken leave hours will be deducted from their final salary.

Compassionate Leave and Time Off for Dependants

Principles

- Special leave shall be granted as per Force policy.
- The policy includes information on:
 - Bereavement Leave
 - Child Bereavement Leave
 - Dependants Leave
 - Domestic Emergency Leave

Time Off for Sport

Principles

- Officers requiring time off for sport must apply using the time off for sport application form through their line manager to their second line manager, leaving sufficient time for the application to be considered and replied to before the event takes place.
- Paid time off for sport is entirely at the discretion of the organisation. It may be granted if an officer is selected to represent their country in a national or international event, or they represent the police service nationally.
- It does not include representing West Yorkshire Police in a national police event.
- The second line manager will decide whether and how much time off is allowed.
- Members of the organisation wishing to take part in professional sport must submit a business interest notification for approval, as per Force policy. See Business Interests and Voluntary Working policy.

British Summer Time

Principles

- Constables and sergeants who work an additional hour as a result of the clocks going back at the end of British Summer Time, can choose to be paid overtime for the time or can be granted time off in lieu of it.
- When the clocks go forward by one hour, constables and sergeants can elect to take one hour of TOIL or work their full rostered shift.

Extreme Weather

Principles

- Officers must attend at their usual place of duty, if this is possible. In some instances it may be possible for the officer to work from another WYP location. Unless agreed in advance an officer must seek to contact their manager or the duty inspector for operational officers prior to attending at another WYP station.
 - However, if an officer is unable to attend at their usual place of duty or an alternative location due to extreme weather then they must take annual leave or TOIL, RDIL or unpaid leave etc. which must be approved in the normal manner. Also, if they are late or finish early they must take leave or make up for time missed.
 - For officers in certain posts, such as those in regional or national roles, their Department Head may agree that they can work at another suitable location. If so, each instance must be approved with their manager, prior to attending the alternative location, unless agreed in advance.
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Additional Information

Compliance

This policy complies with the following legislation and policy:

- Police Regulations 2003
 - Regulation 22 Annex E
 - Regulation 25 Annex G
 - Regulation 26 Annex H
 - Regulation 33 Annex O & T
 - Business Interests and Voluntary Working policy
 - Overtime policy
 - Data Protection Act 2018
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Supporting Information

The supporting information for this policy can be accessed online.
