

Unsocial hours allowance

This allowance is paid to a member of the federated ranks for every full hour worked by the member between 8pm and 6am. The allowance is paid at an hourly rate of 10% of the member's hourly rate of pay

Food and accommodation expenses

Members who are prevented in the course of a tour of duty or shift from obtaining a meal in their usual way will be reimbursed the difference between the meal obtained and the meal they would usually take in the course of that tour.

Members retained on duty beyond their normal daily period of duty or shift will be reimbursed the cost of any meal necessarily obtained. Maximum claim £5.00

Members will be reimbursed accommodation expenses necessarily incurred in connection with duty away from their usual place of duty or because of being retained on duty beyond their normal daily period of duty or shift. Maximum claim £10

In all cases receipts will need to be presented, and the expenditure must be reasonable.

Planned overtime

Where members are informed at or before the commencement of their tour or shift that they will be required to remain on duty after the tour or shift ends, and they work less than 15 minutes' overtime, they will not be eligible for any allowance.

If they work between 15 and 29 minutes' overtime, they will be paid for the first 15 minutes only.

If they work 30 or more minutes, they will be eligible for overtime for each completed 15 minute period.

Casual Overtime

This term applies where members are not informed at the commencement of their tour of duty or rostered shift that they will be required to remain on duty after the tour or shift ends. On each of the first four occasions in any week when they work casual overtime, not having been informed at the commencement of the tour or shift that this would be required, the first 30 minutes of such overtime worked is disregarded in calculating the overtime allowance due. This disregard applies also to equivalent time off, should they choose time off in lieu of paid overtime.

Also, if a member is not informed at the commencement of his/her tour of duty or rostered shift that s/he will be required to remain on duty after their tour or shift ends, and the overtime worked is less than 30 minutes, no allowance is payable.

Recall to duty

Members who are recalled to duty between two tours of duty or rostered shifts may be entitled to overtime. Members will be entitled to have their travelling time treated as duty, up to any reasonable limit set by the chief constable.

Members have to work a minimum of a completed period of 15 minutes when recalled to duty (to include relevant travelling time) before they are entitled to claim an overtime for the recall and will only be paid for completed periods of 15 minutes thereafter.

Answering the telephone does not necessarily constitute a recall to duty. If a member receives a call which requires necessary action or duty to be performed, this may be a recall to duty, and the member may be eligible for appropriate compensation.

The 30 minute disregards and requirement to work for 30 minutes before any casual overtime is taken into account is to be ignored for the purposes of any recall to duty

Advancing the start of duty from the rostered time

When the commencement time of a rostered duty or shift is brought forward without due notice so that the duty straddles the start of the force day, and the tour or shift is begun on a day on which the member has already completed a normal rostered tour or shift, the time worked before the rostered commencement time is reckonable as overtime, and is also taken into account as part of that tour of duty or rostered shift.

Example:

Assume the Force Day commences at 06.00. The rostered tour of duty on day two is 06.00 – 14.00. The member had already completed a full tour on day one and is told at 02.00 (on day one) to attend for duty at 04.00 and work until 14.00 hours on day two. The member will be entitled to an overtime allowance at time and one third for the period 04.00 - 06.00, plain time for the period 06.00 - 12.00, and time and one third for the period 12.00 - 14.00.

Due notice for these purposes is defined in Regulation 25 of Police Regulations 2003 as “notice given at least 8 hours before the revised starting time of the rostered tour of duty in question”.

Members should be given as much notice of the duty change as possible and every effort should be made to ensure that notice is given before the end of the tour or shift prior to the one that is to be changed.

Rate of payment

The overtime allowance, where payable, is time and one third, or equivalent time off in lieu can be taken. It is the member’s choice whether to take the allowance or time off in lieu.

Compensation for duty on a rostered rest day

Where constables and sergeants are required to do duty, or are recalled to duty, on a rostered rest day they are entitled to:

- where less than 15 days' notice is received - time and one half; and
- in any other case - another rest day which should be notified to the member within four days of notification of the requirement to work.

If the period of duty carried out on the rest day is less than four hours, the appropriate allowance will be paid for a minimum of four hours.

The only exception to this is where the member is retained on duty from a rostered duty or rostered shift into a rest day and the period worked on the rest day is not more than one hour of duty. In these circumstances the minimum four-hour payment does not apply and the rest day time to be reimbursed counts as the number of 15 minute periods actually completed (there is no half hour disregard for casual overtime).

A re-rostered rest day is subject to rest day compensation in the same way as a normal rest day if there is a requirement to work on that day.

When calculating the number of days' notice given, both the day on which the requirement was notified and the day on which the member is required to do duty are not counted.

Compensation for duty on a public holiday

When required to do duty on a public holiday constables and sergeants are entitled to:

- where less than eight days' notice is received – payment of double time plus another day off in lieu, to be treated as a public holiday;
- in any other case - payment at double time; and
- if the period of duty carried out on the public holiday is less than four hours, the appropriate allowance will be paid for a minimum of four hours.

A requirement to work on a public holiday with less than 15 days' notice must be authorised by an officer of least assistant chief constable rank.

Time off in lieu – rest day or public holiday

Members may choose to take time off in lieu of any time worked on a rest day or public holiday. The amount of time off varies in accordance with the allowance payable (e.g. if the allowance is double time, the time off is double).

Annual Leave

The annual leave entitlements (expressed in 8 hour days) for the federated rank

Years of relevant service Days of Annual Leave

Less than 2	22
2 or more	25
5 or more	25
10 or more	27
15 or more	28
20 or more	30

Carry-over of annual leave

At the discretion of the chief officer and subject to exigencies of duty members can carry over to the next leave year no more than five additional days of annual leave outstanding from the current year (in exceptional circumstances the chief officer can allow a member to carry over more); or bring forward to the last month of a leave year no more than five days' leave from the following leave year.

Leave for ante-natal care

All female members have the right to paid time off to attend appointments for antenatal care, subject to production of relevant documentation if requested.

Maternity leave

The maximum period of maternity leave is 15 months, which can be taken in one or more periods.

The period during which maternity leave can be taken commences six months before the expected week of childbirth and ends no later than 12 months afterwards.

The ability to take maternity leave in more than one period allows the member to return to work for e.g. a court appearance or training course, and then resume maternity leave. It can also be used to take annual leave during a break in maternity leave; otherwise any accrued but unused annual leave should be carried over to the next leave year.

Paid maternity leave

Eighteen weeks' paid maternity leave is available to a female member who:

(a) at the beginning of the 11th week before the expected date of birth, has served continuously for a period of not less than one year, and

(b) at 15 weeks before the expected week of childbirth remains pregnant or has given birth prematurely and at that date the baby remains alive.

Members entitled to paid maternity leave will be paid for the first 18 weeks of their

leave. Part-time members will be paid for the first 18 weeks at the rate calculated by reference to their appropriate factor.

Members may, with the agreement of their chief officer, elect to extend their final five weeks' pay to 10 weeks at half rate.

Statutory maternity pay

Members who have at least 26 weeks' service by the end of the 15th week before the expected date of birth are entitled to Statutory Maternity Pay (SMP) for 39 weeks.

Please refer to the Federation's [*Maternity Guide for Women Police Officers*](#) for details.

The police maternity pay to which a member is entitled will be reduced, in respect of any week in which she receives SMP, by an amount equal to the SMP that she receives for that week. Where a member elects to extend her final five weeks of police maternity pay to 10 weeks at half pay, the pay to which the member is entitled will be reduced by half of the amount of SMP that she receives for that week.

Keeping in Touch days

A member on maternity leave or adoption leave can return to work on a voluntary basis, subject to the agreement of his/her chief officer, for up to 10 days without bringing their maternity or adoption leave to an end.

These are known as Keeping inTouch (KIT) days.

A member will be paid at an hourly rate for duty carried out on a KIT day plus overtime if appropriate. If the member is entitled to SMP or SAP for any week in which a KIT day falls, neither the member's SMP or SAP nor the pay for the KIT day will be reduced on account of the other.

It is important to note the impact of a KIT day on the buy-back of unpaid leave for pension purposes. Please see the paragraph on 'Family Leave and Pensions' at the end of this section.

On call allowance

A member of the federated ranks receives an allowance of £15 in respect of each day on which s/he spends any time on-call. A 'day' means a period of 24 hours starting at a time determined by the chief officer after consultation with the JBB. A chief officer may fix different times in relation to different groups of members.

On call is a voluntary activity.

Court appearances – whilst sick

If a member is certified unfit for duty by a doctor, and due to give evidence in Court, unless the reason for the certification prevents him/her from giving evidence, the

member is obliged to attend Court and give evidence. Where the member does so as part of his/her duty as a police officer, this will be duty in the normal way.

Duty Statements

Where a member is the subject of a criminal investigation (i.e. where an allegation of criminal misconduct has been made against him) no request to provide a duty statement should be made, or if such a request is made this may be refused.

Where an allegation of the commission of a discipline offence has been made, then, whether or not a Regulation 15 Notice has been served, a duty statement may be properly refused, it being a statement "concerning the matter".

If you are requested to make a 'duty statement', ask if you are being treated other than as a witness. It is advisable to include on such a statement the following

'I make this statement on the express understanding that it shall not be used or disclosed in any proceedings of whatever nature against myself'.

An express assurance that a duty statement will not be used in any subsequent criminal or discipline proceedings arguably provides the member with the necessary protection to enable a statement to be made. The circumstances in which this may arise are where a civil action has been commenced against the Chief Officer and a statement is necessary to help the Chief Officer oppose or defend the action. In these circumstances preface the duty statement with:

"I have been informed that I am not the subject of a criminal or discipline allegation. I make this statement solely for the purposes of defending the civil action. I do not consent to it being used for any other purpose."

The best advice is if you are asked to make a duty report and are not sure of the reasons speak to a Federation rep first.