



NOTTINGHAMSHIRE  
**POLICE**  
PROUD TO SERVE

PD 025	Bank/ Public Holiday Arrangements- Police Staff
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**SECTION 1 VERSION CONTROL**

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1.0				Acceptance
2.0	2004			
3.0	March 09	Janet Witham	Personnel Officer ER&E	Update and new document format
3.1	April 2017	James Lunn	Senior HR Manager	PSC Handbook

**SECTION 2 BACKGROUND**

Part of Nottinghamshire Police's Vision is to provide a truly flexible policing service that understands the needs of the communities it serves and adapts the service to meet those needs. As such some members of Police Staff will be required to work on Bank / Public holidays and this document has been compiled in order that Bank / Public holiday working arrangements are made clear to all members of Police Staff and that there is consistency of approach across the organisation.

This document has been based on the Police Staff handbook, a copy of which can be found on the Force Intranet – Library – Human Resources – Policies and Procedures.

## SECTION 3 AIMS/OBJECTIVES OF THIS DOCUMENT

It is the intention of Nottinghamshire Police to act in a fair and transparent way and for all Police Staff to be treated equally. Therefore this procedure aims to explain the arrangements for Bank / Public holiday arrangements for both Operational and Non Operational Police Staff giving guidance regarding the procedure to be adopted in different circumstances.

## SECTION 4 PROCEDURE

### 4.1 THE BANK / PUBLIC HOLIDAYS

New Year's Day Good Friday  
 Easter Monday  
 May Day (first Monday in May)  
 Spring Bank Holiday  
 Autumn Bank Holiday Christmas Day  
 Boxing Day

Where Christmas and / or Boxing Day fall on a weekend 'Lieu Days' will be applicable as follows: -

Day that 25 <sup>th</sup> December Christmas Day falls on: -	Lieu Day (Where applicable)	Day that 26 <sup>th</sup> December Boxing Day falls on: -	Lieu Day (Where applicable)
Monday	-	Tuesday	-
Tuesday	-	Wednesday	-
Wednesday	-	Thursday	-
Thursday	-	Friday	-
Friday	-	Saturday	Monday
Saturday	Monday	Sunday	Tuesday
Sunday	Tuesday	Monday	-

### 4.2 PAYMENT

Payment for work performed on Bank / Public Holidays is as follows: -

- A member of staff required to work on a Bank / Public holiday as part of a rostered working week shall, in addition to the normal pay for the day, be entitled to additional payment at single time plus time off in lieu at single time.

### 4.3 CLOSURE OF OFFICES

Heads of Department / Divisional Commanders of non-operational departments i.e. those departments that do not incorporate shift workers or do not need cover other than normal office hours, may, at their discretion, close on the Tuesday following the Easter, Spring and Autumn Bank Holidays, as well as between Christmas and New Year providing that: -

- The closure is approved in advance (by the next line manager above the Head of the Department which wishes to close)
- All Police Staff agree to the closure in advance
- All Police Staff take annual leave on the days lost

#### 4.4 LIEU DAYS

Where a member of the Police Staff is unable to take the Bank / Public Holiday off because of operational requirements, a mutually agreed 'lieu day' should be re-scheduled as soon as is operationally possible. If it proves difficult to allocate a 'lieu day' then Time Off in Lieu (TOIL) should be allocated. (However, line managers should ensure that staff get their days off and not build up too much TOIL).

#### 4.5 ENTITLEMENTS

All Police Staff who work 37 hours per week or an average of 37 hours per week over the shift cycle are entitled to eight days off in addition to their annual leave entitlement regardless of the actual days worked.

Part time Police Staff similarly will be entitled to Bank / Public Holidays or days off in lieu as follows: -

No. of hours contracted to work per week	Bank/ Public Holiday Entitlement
	8 days
3.7 hrs	5.92 hrs
7.4 hrs	11.84 hrs
11.1 hrs	17.76 hrs
14.8 hrs	23.68 hrs
18.5 hrs	29.6 hrs
22.2 hrs	35.52 hrs
25.9 hrs	41.44 hrs
29.6 hrs	47.36 hrs
33.3 hrs	53.28 hrs
37 hrs	59.2 hrs

**Please note that this is a guide and Police Staff may work a different number of hours to those published here, therefore their entitlement should be calculated accordingly – if unsure, advice should be sought from the relevant HR Team.**

Job share posts will be treated as a single full time employment, consequently if each person is working 18.5 hours per week they will each be entitled to four Bank / Public Holidays per year (29.6 hours) and where necessary the working hours adjusted to allow this to happen.

#### **4.6 SHIFT WORKERS**

For a member of the Police Staff whose shift overlaps into a Bank / Public holiday, the following will apply: -

- i) Normal pay for the hours worked up to midnight, and then normal pay plus additional single time pay until the end of the shift. The additional single time payment for the hours worked after midnight would need to be claimed on form G251.
- ii) Time off in lieu for the Bank / Public Holiday hours worked.
- iii) If there is an operational need to work a lunch break on a Bank / Public Holiday, then this should be claimed as overtime on form G153.

#### **4.7 EXAMPLES**

##### Example A

If Christmas Day and New Year's Day fall on a Monday, a part time Police Staff member who normally works two and a half days a week on a Monday, Tuesday and part of Wednesday might exceed their entitlement of four Bank / Public Holidays (29.6 hours) in the year if they are non-operational and not required to work any of them. The additional days / hours which exceed their entitlement would be deducted from flexi time or time owing as appropriate. However, if the member of staff did not have any flexi-time or time owing, they would need to work additional hours or take annual leave.

##### Example B

A part time Police Staff member who normally works two days a week on Thursday and Friday may only get Good Friday off on the actual Bank / Public Holiday. They would be credited with two additional days (14.8 hours) off to make up their entitlement. These additional days / hours should be added at the beginning of the leave year and the hours taken during the leave year.

##### Example C

If a full time Police Staff member works shifts and the Bank / Public holiday falls on a rostered rest day, then a day off in lieu or a lost rest day should be allocated to compensate.

##### Example D

If a part time Police Staff member works shifts and the Bank / Public holiday

falls on a rostered rest day, then a day off in lieu or a lost rest day should be allocated to compensate. However, if the member of staff is allocated to work 18.5 hours per week, their Bank / Public Holiday entitlement would be four days or 29.6 hours and as an Example A, if this was to be exceeded due to the timings of the Bank / Public Holidays, then the additional days / hours would be deducted from time owing as appropriate, or if none is outstanding additional hours worked or leave taken.

#### **4.8 APPEALS PROCESS**

If any member of staff feels that they have been unfairly treated in relation to this procedure they should submit a report to the relevant HR Manager outlining why they feel that they have been unfairly treated. The HR Manager will review the circumstances and inform the member of staff of their decision.

#### **SECTION 5 LEGISLATIVE COMPLIANCE**

This document has been drafted to comply with the general and specific duties in the Race Relations (Amendment) Act 2000, Data Protection, Freedom of Information Act, European Convention of Human Rights and other legislation relevant to the area of policing such as, Employment Act 2002, Disability Discrimination Act 1995, Sex Discrimination Act 1975 and Employment Relations Act 1999.