



NOTTINGHAMSHIRE
POLICE
PROUD TO SERVE

PD 622 Public Duties
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SECTION 1 VERSION CONTROL

Version No.	Date	Post Holder/Author	Post	Reason for Issue
1.0	October 2013	Sue Peckham	Senior HR Partner	Review

SECTION 2 BACKGROUND

Nottinghamshire Police recognises that individuals may wish to participate in public or civic duties. Nottinghamshire Police has an obligation to allow reasonable time off to participate in public or civic duties.

This procedure clarifies the circumstances under which individuals may request leave for public duties and the framework against which the Force will deal with such requests with a transparent, equitable, fair and consistent approach.

This procedure is applicable to:

- All police officers of Nottinghamshire Police, except those above the rank of Chief Superintendent and those who are yet to complete their probation.
- All police staff.

There are some differences between police officer and police staff entitlements, where this is applicable it will be highlighted.

SECTION 3 AIMS / OBJECTIVES

The purpose of the procedure is to provide clear details to allow individuals reasonable and appropriate time off to perform public duties. The procedure provides the process to follow to apply for time off to perform public duties.

SECTION 4 DETAILS

4.1. PROCEDURE

- Individual's requesting to take time off under this procedure should obtain their line manager's permission in advance providing as much notice as is reasonably practical.
- The request should be made to the line manager by completing form G895 Request for Discretionary Time Off which may be found on NCFForms in the Personnel, Welfare and Finance folder.
- Documentary evidence should be provided to the line manager with the request for the time off.
- The line manager should authorise or refuse the request as appropriate taking into consideration the information contained in PS 159 Public Duties Policy.
- The completed and authorised form G895 plus supporting documentary evidence should be forwarded as soon as reasonably practical to the Duties Manager and HR Operations.
- Any monetary implications will be advised to Pay roll by HR Operations.
- The time off will be recorded on Origin by HR Operations.

4.2. PENSIONS

Police staff – the individual should contact Payroll regarding the option of making contributions to keep pension service unbroken.

Police officers – On return to duty, the officer should contact Payroll regarding the option of pension contributions.

4.3. RECORDING PUBLIC DUTIES LEAVE

In the interests of fairness, equity and transparency, all periods of approved public duties leave both paid and unpaid will be recorded on the individual's personnel record (Origin).

SECTION 5 LEGISLATIVE COMPLIANCE

This document has been drafted to comply with the general and specific duties in the Equality Act 2010; Data Protection Act; Freedom of Information Act; European Convention of Human Rights; Employment Act 2002; Health and Safety at Work Act 1974; Employment Relations Act 1999, and other legislation relevant to policing.