



NOTTINGHAMSHIRE  
**POLICE**  
PROUD TO SERVE

**PD 110** Discretionary Leave for Police Staff as Special Constables

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**Replaces document (if applicable)** PS 110

**Linked Documents:** PS 159 Public Duties Policy  
PD 622 Public Duties Procedure

**Authorised (Head of Dept/FEB)**

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## SECTION 1 VERSION CONTROL

Version No.	Date	Post Holder/Autho	Post	Reason for Issue
1.0	Aug 2013	Sue Peckham	Senior HR Partner	Review
1.1	Nov 2017	James Lunn	Senior HR Manager	Updated to remove the reference to the G2077 form and replace with the DMS process

## SECTION 2 AIMS / OBJECTIVES

Nottinghamshire Police is committed to being the best police force in the country, renowned for excellence in customer service, cutting crime and spending money wisely. Working and co-operating with partners and with the communities we serve.

Volunteering is embedded within Nottinghamshire Police, providing efficient and effective support to the achievement of force priorities. Special constables are unique and valuable volunteers who directly contribute to policing and community safety in the local area.

The aim of the procedure is to provide guidance on the additional paid leave available to police staff members who are also special constables within Nottinghamshire Police and the approval process for such leave.

Nottinghamshire Police values the contribution special constables make. The Force demonstrates the commitment to police staff undertaking this valuable role by providing an additional 8 hours paid leave per month to perform policing duties as a special constable.

## SECTION 3 DETAILS

### Entitlement

- 8 hours paid leave per month to undertake special constabulary duties and training, provided that the individual makes up the combined hours to achieve the minimum of 16 hours per month in their own time. To be granted the additional paid hours per month, the individual must have worked the minimum 16 hours per month during the previous month.
- Time off must be authorised by the line manager at no additional cost to the department/division.
- The 8 hours per month is in addition to the 4 days (29.6 hours) paid leave in a financial year for the purpose of attending training events provided in PS 159 Public Duties Policy.
- Entitlement is pro rata for part time police staff.
- Line managers may cancel the additional time, although it would be expected that the hours will be offered at a more convenient time to the department/division.
- When working as a special constable the individual will be covered by Police Regulations 2003 rather than their contract of employment.
- Unused time which remains unclaimed cannot be claimed as payment or carried over to the next leave year. The line manager can agree to allow an individual to accrue time for the purpose of a specific event as a special constable.

### Application

- A police staff member volunteering as a special constable must submit the request for paid discretionary leave one month in advance of the time required by submitting an absence request via DMS. The absence request should be coded as 'other' leave and the message subject should state 'Special Constabulary Leave'.
- It is the line manager's responsibility to consider the organisation and operational needs prior to agreement.
- The line manager can authorise a day or 2 x 4 hour periods. If the request is approved, the line manager will record the absence type as 'Authorised Absence' and absence code as 'Special Constabulary Leave'.
- The line manager may cancel the approved paid leave, with no less than 7 calendar days' notice, via DMS, providing the justification.

## 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.