



NOTTINGHAMSHIRE
POLICE

PD 565 **Managing Rest Days in Lieu (RDIL) and Units time owing (UTO)**

Type of Document: **PROCEDURE**

Version: **1.0**

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Effective Date: **1st February 2009**

Review Date: **1st April 2009**

Replaces document (if applicable)

Linked Documents: **PS 024 Attendance Management Policy, PD 018 Managing Long-term Sickness Absence Procedure,**

Functional owner

Signed: **Date:** **28th Nov 2009**

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SECTION 1 VERSION CONTROL

Version No.	Date	Post Holder/Author	Post	Reason for Issue
1.0	November 2008	C/Supt Busuttil	Resource Management Project - Lead	First Issue

SECTION 2 BACKGROUND

Dip tests conducted into RDIL and UTO identified that there are excessive balances of these owed by the organisation and in some cases by staff to the organisation. The purpose of this Procedure is to support the Nottinghamshire Police's management of abstractions to achieve its resource deployment plan.

A paper was put before the Force Executive Group on the 4th September 2008, at this meeting a number of decisions were made that have been used to formulate this policy. The paper was subsequently discussed and agreed by the JNCC on the 18th November 2008.

There are a number of Police Regulations and police staff Conditions of Service that directly impact upon this policy, these are quoted in full and form the base of the policy.

SECTION 3 AIMS / OBJECTIVES

This procedure identifies which regulations and conditions of service will need to be applied to manage RDIL and UTO and what parameters have been set for their management.

The aims of this procedure are to:

- a) Ensure that RDIL and UTO are understood and managed in an effective and efficient manner.
- b) Ensure fair and consistent application of procedures through the provision of clear and transparent guidelines to both managers and individuals.
- c) To maximise attendance and minimise absence.
- d) To provide an effective link to Managing Attendance Police (Efficiency) (Amendment) 2003 Regulations, Unsatisfactory Police Performance Procedures, Capability Procedure for Police Staff and Discipline Procedure for Police Staff.

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- e) This procedure does not cover flexi-time working.

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SECTION 4 DETAILS

APPLICATION OF PROCEDURE

As points of principle the following have been agreed:

1. That significant organisational risk is generated through a failure to manage outstanding RDIL and UTO balances.
2. That all staff, regardless of rank or role, are managed to the same set of principles and in accordance with the relevant regulation / condition of service.
3. That acceptable 'holdings' of UTO's and RDIL are *40 hours UTO and 5 days OR, for Inspectors and above (who can't earn UTO), the equivalent of 10 days either in RDIL, or RDIL plus any outstanding UTO's from previous rank / role.*
4. From the 1ST February 2009 the relevant regulations and conditions (see appendix A) will be worked to - following communication and training. The regulations and conditions of service will apply from a zero balance.
5. That owing the organisation time, beyond the 8 hours allowed for within the precedent created by the flexi-time policy, is not acceptable. Time owed by staff to the organisation beyond the agreed 8 hours will be worked down by 1st April 2009.
6. That when individuals are required by their role to regularly work for longer than their contracted hours (pc's, sergeants and police staff), there is an acceptance that hours will be accrued or overtime be paid. However there is also an expectation that supervisors will actively manage workloads to maintain a work-life balance and/or eliminate inefficient working.
7. That the existing 5-day automatic and extraordinary 10-day (authorised by Commanders and Heads of Department) A/L carry over, does not include cancelled rest days recorded as annual leave days (Inspectors and above).
8. To achieve compliance with 3 above, by 1st April 2011, a 25% reduction in time owed to an individual staff member, is required in every 6-month period. Divisional and departmental heads can reduce the percentage reduction to achieve a pragmatic reduction if an individual holds very high numbers of outstanding days or hours.
9. For the management of time outstanding to become a PDR target for supervisors.
10. From 1st April 2011 moves between divisions and departments of officers / staff with excessive outstanding balances will be managed considering RDIL and UTO. The Div. / Dept. that has let a team member accrue time must be accountable for their actions, however it is important that the individual is not penalised for this management. The division / department who has caused the balance will be required to buy out any excess, where this allowed within financial regulations, beyond the allowed 5 days and 40 hours or Inspector and

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above limits identified in 3 above. This rule will not be implemented until a review is undertaken, on or about 1st September 2010, that will identify whether this recommendation needs to be applied.

11. From 1st April 2011 to prevent promotions with excessive outstanding balances will be managed considering RDIL and UTO. This is a particular issue from Sergeant to Inspector and Chief Inspector to Superintendent due to the different regulations that affect these ranks. The Div. / Dept. that has let a team member accrue time must be accountable for their actions, however it is important that the individual is not penalised for this management. The division / department who has caused the balance will be required to buy out any excess, where this allowed within financial regulations, beyond the allowed 5 days and 40 hours or Inspector and above limits identified in 3 above. This rule will not be implemented until a review is undertaken, on or about 1st September 2010, that will identify whether this recommendation needs to be applied.
12. That money will be kept in budgets specifically to pay off any outstanding balances should the time not be taken within 3-months (to be read in conjunction with recommendation 3, 10 and 11).
13. That on bank holidays where staff are normally rostered to 9 or 10 hour shifts and are claiming 8 hours of allowances, as per regulations / conditions of service, any hours not worked i.e. the 9th and 10th hours will be claimed back from existing UTO pots.

Deadlines:

- The relevant regulations and conditions of service governing RDIL and UTO will be worked to from the 1ST February 2009. They will not be applied retrospectively.
- Divisions and departments must reduce outstanding hours to the pre-determined acceptable rates by an agreed date by 1st April 2011.
- Time owed by staff to the organisation beyond the agreed 8 hours will be worked down by 1st April 2009.

ROLES AND RESPONSIBILITIES

Individual

All staff will be responsible for managing their own time to keep themselves within the acceptable limits.

Line Management

Immediate supervisors will be responsible for monitoring time owed both by and to the organisation and for ensuring staff remain within the acceptable boundaries.

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Immediate line supervisors will be responsible for escalating any issues / factors that are preventing staff from remaining within these acceptable boundaries through their existing line management structure.

OTHER ROLES & RESPONSIBILITIES

Divisional Commanders and Departmental Heads

Have overall accountability and responsibility for ensuring staff are managed in such a way as to remain within the agreed parameters whilst adhering to police regulations and police staff conditions of service.

HR Managers & Divisional/Departmental Personnel Departments

Have responsibility for supporting divisional commanders and departmental heads and for identifying staff with excessive hours outstanding for more direct management input.

ACCEPTABLE WORKING PRACTICES FOR ACCRUING UTO'S AND RDIL

Whilst it is not possible to identify a definitive list of what is and is not acceptable there are a number of guiding principles that should be used to determine when it is appropriate for hours to be logged.

1. Recording hours as UTO's and RDIL must still be seen as a cost to the organisation. Offering overtime on the understanding that it will be recorded as units is not acceptable for 2 reasons. First it is contrary to police regulations (police staff can be required to take pay but can't be required to take time). Secondly because as and when the time is taken it becomes a real cost to the organisation either because a resource is abstracted or because payment is made. The new working practices require that any time not taken within the 3-month period required under regulations / conditions of service will be paid.
2. There should not be blanket agreements for staff to work additional hours – supervisors have the responsibility for ensuring workloads are managed and that each additional period of work is specifically authorised.
3. Deliberately working rostered rest days to get them recorded for future use is not acceptable and supervisors should monitor their staff to ensure this is not happening.
4. Working On-call – policy under development nationally. To be appended.
5. That a filter be put in place at Silver level within the control room i.e. the Control Room Inspector, to ensure officers 'on-call' are only called when strictly necessary.

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Regulations and Conditions of Service – accepted interpretation

Appendix A contains the direct wording of both Police Regulations and the Police Staff Time Off in Lieu policy – which also covers rest days. The following is the accepted interpretation of what these regulations and terms say, and as such are what is going to be applied.

For part-time workers if the appropriate regulation is not directly applicable then a pro-rata interpretation should be applied.

Sergeants and Constables

UTO's

Regulations require officers to be granted any UTO within 3 months of them being accrued.

If such time is not taken then it is liable for payment.

UTO's can only be paid when they were authorised - therefore flexi-time workers who have banked hours can't then be paid for them.

RDIL

Regulations state that if a rest day is cancelled it should be rostered to be taken within the next 3 months; the organisation must undertake this re-rostering within 4 working days – the Chief Officer to fix the time of when it is taken.

Some RDIL can be bought out if they are not taken within the relevant time – it depends upon whether the original accrual of the day could have incurred an, 'allowance' i.e. a payment rather than time off. The critical point is whether the RDIL was generated with more or less than 15 days notice of the requirement to work it.

Where less than 15 days notice is given the officer receives an allowance; where more than 15 days notice is given they don't get an allowance merely an entitlement to another day off. Thus if more than 15 days notice was given then the day must be taken as a day off and payment can't be offered to buy it out.

If the officer elects for time off rather than payment then this time should be granted within 3 months. Once the time off is taken then the officer is not entitled to an allowance.

In counting the period of notification no account should be taken of the day of notice or the day to be worked.

Where a bank holiday has not been allowed PC's and sergeants shall be allowed a days leave (BHIL) to be taken within the next three months.

Inspectors and Chief Inspectors

Where the exigencies of duty have precluded:

- The allowance of a day's leave on a public holiday, or
- The grant in any week of two rest days, (this is pro rata)

to a member of a police force of the rank of inspector or chief inspector, they shall, during the next following twelve months and so far as the exigencies of duty permit, be allowed or (as the case may be) granted a day's leave in lieu of any such day allowed or granted.

Superintendents

Where the exigencies of duty have precluded:

- The allowance of a day's leave on a public holiday, or
- The grant in any month of eight monthly leave days,

to a member of a police force of the rank of superintendent or chief superintendent, they shall, during the next following twelve months and so far as the exigencies of duty permit, be allowed or (as the case may be) granted a day's leave in lieu of any such day allowed or granted

For the purpose of this paragraph "month" means that period of 28 days as fixed by the chief officer of police.

Police Staff

Additional hours and, therefore, TOIL should be authorised in advance whereas flexitime is largely regulated by the individual. TOIL will generate payment if hours are not taken, whereas flexitime rules preclude payment.

Managers are required to, wherever possible, ensure the TOIL is taken, rather than having to make payment.

Police Staff on or below SCP 28

- Time off for the purposes of TOIL must be equal to time actually worked – if two hours is worked two hours lieu time can be claimed
- The minimum period that can be credited to TOIL is 30 minutes
- No more than 37 hours should be accrued in any four month period
- TOIL must be cleared within a rolling three calendar months of being worked and ideally within one month
- Any TOIL not cleared at the end of three months will be paid at plain time.
- Members of staff who agree to work overtime have no automatic right to elect to take time off and line managers may insist that paid overtime is taken, and this must be made clear from the outset.

Police Staff on or above SCP 29

- Time off for the purposes of TOIL must be equal to time actually worked – if two hours is worked two hours lieu time can be claimed
- The minimum period that can be credited to TOIL is 30 minutes
- No more than 55 hours should be accrued in any four month period

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- TOIL must be cleared within a rolling three calendar months of being worked and ideally within one month
- Any TOIL not cleared at the end of three months will be paid at plain time provided that:
 - an exception report is provided by the Divisional Commander/ Head of Department, or
 - explanation is provided and authorised by the Divisional Commander/Head of Department as to why the hours were accrued and not used
- At the discretion of the Divisional Commander/Head of Department TOIL not cleared in the three months may be carried forward and cleared within a further three-month period.
- Under normal circumstances, staff in management posts (e.g. Heads of Department and some Section Heads with their own staffing budget) will be expected to manage their own hours without overtime or TOIL.

Rest Days

Rest days which for operational reasons cannot be taken on the scheduled day, should be re-scheduled on a mutually agreed day within one month of the day in question, or within the length of the shift cycle, whichever is the longer.

Only if the rescheduled rest day has to be cancelled should TOIL be resorted to.

Transfers

When a member of staff is moving between Divisions/ Departments every effort must be made to clear all outstanding TOIL, either by time off in the notice period or by payment.

No TOIL will be transferred without the agreement of the receiving Divisional Commander/Head of Department and if this is withheld payment will fall on the losing Division/ Department.

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APPENDIX A

ANNEX G

**DETERMINATION
FOR REGULATION 25**

OVERTIME

- 1) b) Only a member of a police force of the rank of constable or sergeant may be eligible for compensation for overtime.
- e) Where such a member of a police force of the rank of constable or sergeant, before the expiry of any pay period, elects in respect of specified overtime worked by him during the weeks ending within that period to be granted in lieu of an allowance time off subject to and in accordance with paragraph (f), and in accordance therewith receives time off in respect of any overtime, no allowance in respect thereof shall be payable under paragraph (d).

3) FOR PART-TIME MEMBERS

This paragraph has effect for part-time members of a police force below the rank of inspector.

- b) i) A part-time member of a police force of the rank of constable or sergeant may, before the end of a pay period (as determined under regulation 30), elect to receive time off in lieu of an allowance, in respect of any long duty day that occurred during a relevant week ending within the pay period.
- ii) A “long duty day” means a day on which more than 8 hours is worked.
- c) Subject to the exigencies of duty, where a member of a police force of the rank of constable or sergeant has chosen to receive time off in lieu of an allowance for overtime, the chief officer shall, within three months of the end of the relevant week, grant him time off equal to the total of:
- i) the time in excess of 8 hours spent on duty on the day or days in respect of which the choice was made; and
- ii) 15 minutes in respect of each completed 45 minutes of that time; except that on each of the first four occasions on which overtime in respect of which the part-time member of a police force of the rank of constable or sergeant was not informed as mentioned in paragraph (1)(g) is worked during a week, 30 minutes of the overtime worked is to be disregarded.
- h) A member who has become entitled to an allowance under sub-paragraph (g) above may, before the end of the pay period during which the day on which he was required to commence the shift occurred, elect to receive time off instead of the allowance.
- i) Subject to the exigencies of duty, where a member has chosen to receive time off in lieu of an allowance as mentioned in sub-paragraph (h) above, the chief officer shall, within 3 months after the date of that decision, grant him time off equal to one and one third times the number of completed quarters of an hour for which he was on duty before the rostered commencement time.
- j) Where:
- i) (aa) on any day on which he has a rostered shift, a member has been on duty for a period exceeding the length of that shift, or (bb) on any other day on which he is on duty, he has been on duty for more than 8 hours,

and

ii) he is not entitled in respect of that day to any allowance under subparagraph (a) or (g) of this determination;

he may, not later than 4 days after the end of the relevant week in which the day in question occurred, decide to be granted time off in respect of the excess over the length of shift (in a case within i)(aa) above) or the period of 8 hours (in a case within i)(bb) above ("the excess period").

l) Subject to the exigencies of duty, where a member has chosen to receive time off under subparagraph (j), the chief officer shall, within 3 months of the decision, grant him time off equal to the excess period.

REGULATION 26 ANNEX H REFERS

Public holidays and rest days

26. - (1) The Secretary of State shall determine the circumstances and manner in which a member of a police force shall be granted leave or otherwise compensated in respect of time spent on duty on -
- (a) public holidays, or
 - (b) rostered rest days;

and in this regulation "rostered rest day", in relation to a member of a police force who is required to do duty on that day, means a day which according to the duty roster was, immediately before he was so required to do duty, to have been a rest day for the member.

- (2) In making a determination under paragraph (1) the Secretary of State may confer on the chief officer discretion -
- (b) to fix the period within which time off in compensation for time spent on duty as mentioned in that paragraph is to be granted;

ANNEX H DETERMINATION FOR REGULATION 24 FOR REGULATION 26

PUBLIC HOLIDAYS AND REST DAYS

1) ROSTERED REST DAYS and PUBLIC HOLIDAYS

- a) A member of a police force of the rank of constable or sergeant shall, if required to do duty on a day which is a rostered rest day, be granted:
 - i) where he receives less than 15 days' notice of the requirement, an allowance at the appropriate rest-day rate; or
 - ii) in any other case, another rest day, which shall be notified to him within 4 days of notification of the requirement.

e) A member of a police force of the rank of constable or sergeant who is required to do duty on a day which is a public holiday or a rostered rest day may, within 28 days of the day in question, elect to receive, in lieu of an allowance as mentioned in sub-paragraph (a)(i) or sub-paragraph

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(d)(i) or (ii), time off equal:

- i) in the case of a day which is a public holiday, to double, and
- ii) in the case of a rostered rest day:

(1) where the member received less than 5 days' notice of the requirement, to double, and

(2) in any other case to one and a half times, the period of completed quarters of an hour of duty on the day in question.

f) Where such a member of a police force who is required to do duty on a day which is a public holiday or a rostered rest day, or for a part-time member, a free day has elected to receive time off as mentioned in sub-paragraph (e) or paragraph 2(h), the chief officer shall, subject to the exigencies of duty, grant such time off within such time (not exceeding 3 months) as he may fix, and subject to such time off being taken, no allowance in respect of the day in question shall be payable under sub-paragraph (a)(i) or, as the case may be, subparagraph (d)(i) or (ii)' or, for a part-time member paragraph 2(e) or (f).

g) Where the exigencies of duty have precluded:

- (1) the allowance of a day's leave on a public holiday, or
- (2) the grant in any week of two rest days,

to a member of a police force of the rank of inspector or chief inspector, he shall, during the next following twelve months and so far as the exigencies of duty permit, be allowed or (as the case may be) granted a day's leave in lieu of any such day not allowed or granted.

h) Where the exigencies of duty have precluded:

- (1) the allowance of a day's leave on a public holiday, or
- (2) the grant in any month of eight monthly leave days,

to a member of a police force of the rank of superintendent or chief superintendent, he shall, during the next twelve months and so far as the exigencies of duty permit, be allowed or (as the case may be) granted a day's leave in lieu of any such day not allowed or granted.

i) Where the exigencies of duty have precluded the allowance of a day's leave on a public holiday to any such member other than a member of a police force above the rank of chief superintendent, he shall, during the next three months and so far as the exigencies of duty permit, be allowed a day's leave in lieu of any such day not allowed.

j) For the purpose of this paragraph "month" means that period of 28 days beginning with such day as is fixed by the chief officer of police.

2) PART-TIME CONSTABLES AND SERGEANTS

c) A part-time member of a police force of the rank of constable or sergeant who:

- i) is required to do duty on a free day, and
- ii) receives not less than 15 days' notice of the requirement,

shall be granted another free day in lieu, which shall be notified to him within 4 days of notification of the requirement.

d) This sub-paragraph applies where:

- i) a part-time member of a police force of the rank of constable or sergeant is required to do duty on a free day, and
- ii) he receives less than 15 days' notice of the requirement, and
- iii) the duty is of such a nature that it would not in the circumstances have been reasonably practicable for it to be done by any other member.

h) A member who is required to do duty on a free day may within 28 days of that day elect to receive:

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- i) in lieu of an allowance under sub-paragraph (e)(i), time off equal to one and one third times, and
- ii) in lieu of an allowance under sub-paragraph (f), time off equal to one and a half times, the period of completed quarters of an hour of duty done on the free day.

j) For the purposes of regulation 24(1)(pay) and the determination there under:

- i) a day's leave allowed under paragraph (4)(a)(i) of the determination under regulation 22 and a day off granted under paragraph (1)(d) above or under paragraph (3)(j) below in respect of a public holiday each count as a period of duty of 8 hours multiplied by the appropriate factor, and
- ii) so much of any time off granted under sub-paragraph (h) or paragraph (1)(f) above as exceeds the time spent on duty on the public holiday, rest day or free day counts as time spent on duty.

3) FOR THE PURPOSES OF THIS DETERMINATION:

j) where it is at his own request that a member works on a day which is a public holiday, rostered rest day or, for a part-time member, a free day, he shall not be treated for the purposes of this determination as having been required to do duty on that day but shall be granted another day off in lieu thereof, which shall be treated as a public holiday, rostered rest day or free day as the case may be.

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APPENDIX B - TIME OFF IN LIEU POLICY DETAIL FOR POLICE STAFF

Policy Statement

- It applies principally to operational staff.
- Additional hours and, therefore, TOIL should be authorised in advance whereas flexitime is largely regulated by the individual.
- TOIL will generate payment if hours are not taken whereas flexitime rules preclude payment.
- It is the intention of Nottinghamshire Police that the requirement for additional hours to be worked should be kept to the minimum necessary for the efficient and effective working of the organisation.

Budgeting and Recording TOIL

Managers must ensure that they have sufficient funds available to pay TOIL in the event that additional hours worked are unable to be taken in the timescale permitted. Managers are required to, wherever possible, ensure the TOIL is taken rather than payment having to be made.

Any TOIL accrued must be recorded on the Duty Management System once it has been authorised by the relevant management using form G153.

Police Staff on or below SCP 28

- Time off for the purposes of TOIL must be equal to time actually worked i.e. there is no provision for time and a third, half or double time – if two hours is worked two hours lieu time can be claimed, regardless of when the additional hours were worked
- The minimum period that can be credited to TOIL is 30 minutes
- No more than 37 hours should be accrued in any four month period
- TOIL must be cleared within a rolling three calendar months of being worked and ideally within one month
- Any TOIL not cleared at the end of three months will be paid at plain time.
- Members of staff who agree to work overtime have no automatic right to elect to take time off and line managers may insist that paid overtime is taken, and this must be made clear from the outset (this is likely to occur for specific operations with separate overtime allocations)

Police Staff on or above SCP 29

- Time off for the purposes of TOIL must be equal to time actually worked ie if you work two hours, you can claim two hours lieu time, regardless of when the additional hours were worked
- The minimum period that can be credited to TOIL is 30 minutes
- No more than 55 hours should be accrued in any four month period
- TOIL must be cleared within a rolling three calendar months of being worked and ideally within one month
- Any TOIL not cleared at the end of three months will be paid at plain time provided that:
 - an exception report is provided by the Divisional Commander/ Head of Department, or
 - explanation is provided and authorised by the Divisional Commander/Head of Department as to why the hours were accrued and not used

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- At the discretion of the Divisional Commander/Head of Department TOIL not cleared in the three months may be carried forward and cleared within a further three-month period.
- Under normal circumstances, staff in management posts (e.g. Heads of Department and some Section Heads with their own staffing budget) will be expected to manage their own hours without overtime or TOIL.

Rest Days

Rest days which for operational reasons cannot be taken on the scheduled day, should be re-scheduled on a mutually agreed day within one month of the day in question, or within the length of the shift cycle, whichever is the longer.

Only if the rescheduled rest day has to be cancelled should TOIL be resorted to (the aim being to ensure staff get their days off and not build up TOIL)

Transfers

When a member of staff is moving between Divisions/ Departments every effort must be made to clear all outstanding TOIL, either by time off in the notice period or by payment.

No TOIL will be transferred without the agreement of the receiving Divisional Commander/Head of Department and if this is withheld payment will fall on the losing Division/ Department.

Requesting Time Off

Notice should be given in line with departmental requirements when wishing to apply for time off in a similar way to annual leave etc

Booking time off accrued via TOIL should be done using form G10 -Application for Leave. This should be authorised and recorded in the normal way.

Initiating Payment

In order to initiate payment action the following details must be submitted to HQ (F):-

- Overtime form G153 must be completed when the overtime is worked and if an election for TOIL is made it will be retained by the Division/Department
- If the time off is subsequently not taken the form G153 will be submitted to HQ (F) and endorsed and countersigned to confirm that TOIL has not been taken.

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What overtime rate should be paid? Version 1.0 28/7/08

Clear days - don't include the day notice is given OR the day to be worked; you must consider A//L and RD's in the notice period e.g. shift change is in 6 days time, the officer has started 4 days off prior to getting the duty change notice. They will be judged to have had less than five days notice; it's when the officer's made aware of the change that counts.

PC or Sgt Cancelled Rest Day Entitlement	
The Warranted Officer day starts at 07.00 hours running through to 07.00 hours	
Notice of less than 5 <u>clear</u> days notice	Overtime at 'double time' i.e. x 2 (P/T staff paid at same rate)
Notice of 5 to 14 <u>clear</u> days	Overtime at x 1.5 (P/T staff paid at same rate)
Notice of more than 14 <u>clear</u> days – the R/D should be re-rostered within 4 days of notification	RDIL – it doesn't matter how long the day was worked or how long the one to be taken off is it is one for one.
PC or Sgt Overtime	
Officer rostered to work a bank holiday	<i>Overtime paid at double time OR 2 days RDIL</i>
Officer informed of overtime before, or at the commencement of the shift	PLANNED overtime - no deductions (pay or TOIL both need a 152a)
Officer informed after the commencement of the shift	CASUAL overtime – first 30 minutes deducted regardless if elect for pay or TOIL (both need a 152a)
Pc or Sgt Cancellation of Annual Leave	
Cancellation of 1 or 2 days	1 day A/L + 1 day pay x 2 for each day cancelled OR 1 day A/L in 'book' + 1 day pay x 2
Cancellation of 3 or more days	As above for the first 2 days cancelled, then 1 day A/L + one HALF day at double time pay for each other day.
Other Information	
Any shift that involves a shift extension - full time officers	Overtime at x 1.33 EXCEPT where the extension is on a rest day then see that section
Any shift that involves a shift extension - part time officers	Overtime at x 1 until 40 hours have been worked in a calendar week, then x 1.33 IF a P/T officer works into a R/D or a R/D they are paid at the same rate as a F/T officer
Any overtime past 8.15 am into a Rest Day	Minimum of 4 hours at x 2 and is considered PLANNED overtime, must be authorised by Insp.
Recall to Duty - when an officer is brought on for an extra duty between two other shifts.	Minimum of 4 hours at x 1.33 PLANNED O/T, must include 30 min. travel at start & end of shift in total.
Brought on Early. If a shift is brought forward to start before 7am, when the day prior to this is a duty day. And the officer continues duty into a normal shift	Is an advancement of start time, the previous days overtime rate applies e.g. officer rostered 7am – 4pm, called in at 5am. They can claim 2 hours x 1.33 for 5am – 7am & 2 hours O/T for 2pm – 4pm i.e. 4 hours x 1.33.
Brought on Early If shift starts before 7am, when day prior to this is a RD or RDIL	Minimum of 4 hours at x 2. This has to be authorised by an Inspector

Police Staff Shift Workers Overtime and Cancelled Rest Day	
The Police Staff day starts at 00.00 hours running through to 00.00 hours	
Extended Duty Overtime Rate	Full time - Mon-Sat at x 1.5, Sunday + BH at x 2 Part time – O/T x 1 Mon–Fri, x 1.5 Sat and Sun: until 37 hours worked in calendar week, then as per full time
Shift change moving start time by 3 or more hours with less than 5 clear days notice	Extra days pay in compensation at plain time - cannot be claimed as TOIL
Cancelled rest day less than 5 days notice	Overtime at the appropriate rate (x 1.5 Mon-Sat or x 2 on Sun) as well as a RDIL
Cancelled Rest Day from 5 to 15 days notice	Choice of overtime at the appropriate rate (x 1.5 Mon-Sat and x 2 on Sun) or a RDIL
Cancelled Rest Day 15 or more days	RDIL
Police Staff Shift Workers Working a Bank Holiday	
Police staff bank holiday working - There is no	A lunch break worked on a bank holiday should be claimed

NOT PROTECTIVELY MARKED

variation in pay based upon the days notice given.	for as overtime.
Any notice – originally a duty day	Days pay x1 (for 7hrs 24 min. and a BHIL (7hr 24 min)
Any notice – B/H work on a rostered rest day	O/T x 2 for any hours worked on the B/H PLUS a RDIL for losing the RD, if claim as TOIL receive x 1 only i.e. plain time
If the rostered shift overlaps into a B/H e.g. a shift rostered for 18.00 hrs – 03.00 hrs	O/T x 2 for any hours worked into the B/H (in the example 3 hrs x 2), 1 RDIL for the B/H (even if only working 3 hrs)

This advice complies with Police Regulations and the National Police Staff Conditions of Service