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| **Annual Leave and Public Holidays (Officers)** | |
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# Overview

## What is this about?

### Time off work is an important part of maintaining a good work-life balance. Here we set out the entitlements and arrangements for annual leave and public holidays.

## Who is this for?

### This is for officers.

## Key information

* The annual leave year runs from the 1st April to the 31st March inclusive.
* Officers are entitled to leave as follows. These entitlements and any contained within the procedure are pro-rated for part-time officers.

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| **Rank** | **Service Criteria** | **Full Time Entitlement** |
| All officers in federated ranks | Less than 2 years’ service | 224 hours (28 days) |
| 2 or more years’ service | 272 hours (34 days) |
| 10 or more years’ service | 288 hours (36 days) |
| 15 or more years’ service | 296 hours (37 days) |
| 20 or more years’ service | 312 hours (39 days) |
| Superintendent and Chief Superintendent | None | 320 hours (40 days) |
| Senior Officers – ACC and above | Less than 10 years’ service at the rank of Supt or higher | not less than 336 hours (42 days) |
| 10 or more years’ service at the rank of Supt or higher | not less than 384 hours (48 days) |
| In addition the following Public Holidays apply: Christmas Day and New Years’ Day. This is equal to 16 hours (2 days) | | |

* Those joining or leaving will have their entitlement adjusted based on the number of completed months’ service in that leave year.
* Those promoted to a rank where there is a difference in entitlement or who are due a service progression increment, will have their entitlement adjusted based on the number of completed months’ service which fall after the promotion date or service anniversary in that leave year.
* Service increases will be applied at the start of the leave year in which the anniversary falls.
* Probationary constables may be allocated leave during college closures and/or before being deployed at division by Leadership, Training and Development. The Resource Deployment Unit (RDU) will apply and approve periods of annual leave on SCoPE for probationers.
* Officers based on Coll, Colonsay, Islay, Orkney, Tiree, the Western Isles or the Shetland Isles can request to have eight hours leave added to their entitlement on up to three occasions per leave year. This is to allow travel to the mainland before starting leave. The RDU will manually adjust annual leave balances on SCoPE when they receive a request.
* The leave provisions for Officers are detailed in Regulation 25 and Annex 12 of the Police Service of Scotland Regulations 2013 and associated Determinations.
* The RDU are responsible for setting and allocating leave periods.

# Staff/Officer

## What you need to do:

* Check your annual leave entitlement and the detailed balance on SCoPE.
* Check your allocated annual leave sub-group and leave period.
* Discuss your annual leave requirements with your line manager as early as possible and in line with the annual leave request process.
* Give as much notice as you can for leave requests.
* Use your full annual leave entitlement.
* Tell your manager as soon as possible if you need to make any changes to your approved requests.

## Annual Leave allocation

### Each year federated ranks are allocated an annual leave period linked to a lettered sub-group attached to their post. This defines the dates within which you can apply for the majority of your leave.

### The Resource Deployment Unit (RDU) set and rotate these leave periods over the years to ensure you get different leave opportunities from one year to the next. You can see the sub-group allocated to you and the corresponding leave periods by accessing your personal record in SCoPE.

### The RDU will publish these annual leave periods and sub-groups in July each year for the following leave year. Leave blocks may be restricted or amended at certain times of the year due to operational demand and the RDU will communicate this to you when necessary. A link to published material may be available in the resources section.

### Mutual swaps of single or multiple annual leave blocks are allowed but must be on a like-for-like basis. Area Commanders or equivalent will consider requests based on the advice of Divisional Resource Advisors. Where a swap is authorised both officers will return to their default annual leave sub-group the following year.

### Mutual swaps of an entire leave sub-group is allowed and Area Commanders or equivalent will consider requests based on the advice of Divisional Resource Advisors. Where a swap is authorised this can be for one year or a permanent change. If an entire leave sub-group is swapped with that of a vacant post this will be a permanent change.

### Superintendents and above are responsible for making their own arrangements locally for annual leave to ensure operational resilience is maintained.

## Making a request

### To ensure you have adequate opportunity to use your leave, we guarantee requests falling entirely within your block so long as you apply more than five weeks ahead of the first date of leave requested in the block. You cannot share an annual leave block with another officer, even if you do not intend to use all of your allocated block.

### You can request up to nine days leave (six for officers with less than two years’ service) outwith your allocated leave blocks. You must submit requests with as much notice as possible and at least five weeks before the date requested. A request for a period of more than three consecutive days outwith a block must be approved by the Area Commander or equivalent.

### All requests for annual leave must be made using SCoPE. If you are not at work or do not have access to SCoPE your line manager can apply for leave using the system on your behalf. The following rules apply to federated ranks.

* Requests can be for full days or half days.
* No more than three full days of annual leave can be taken as half days.
* At least four hours must be worked without a refreshment break to take a half day of leave.
* A leave request for a future leave year cannot be submitted before 1st October in the preceding year except in exceptional circumstances with the approval of your Area Commander or equivalent.

## Refusal of a request

### Area Commanders or equivalent are responsible for the final sign off of annual leave requests which are not automatically granted by SCoPE. Advice will be sought from Divisional Resource Advisors where appropriate. They may refuse a request if less than five weeks’ notice is given or it falls outwith the allocated block and operational resilience is compromised.

## Annual leave and sickness absence

### If you are sick while on annual leave you may ask for these hours back to use at another time. You must follow the Attendance Management Procedure and report as sick in the normal way during your leave period. Your manager must submit a request through People Direct to have the system updated on your behalf. Public Holidays cannot be reclaimed.

### During periods of long-term sickness absence you are entitled to take your 20 days statutory holiday and get your full rate of pay. Please refer to the Attendance Management procedure for further detail.

### If you want to go on holiday during a period of sickness absence it must not hinder your recovery and you should discuss this with your GP and your line manager. You will remain absent and not use any of your annual leave entitlement for this period. There will be no adjustment to your leave balance under these circumstances unless paragraph 2.5.2 applies.

## Carrying over unused leave

### You can request to carry over up to 40 hours (five days) into the next annual leave year using the Flexible Annual Leave Application Form (089-016) and submitting this to your line manager to forward to the Area Commander or equivalent for approval. In exceptional circumstances you may request more than 40 hours (5 days).

### If you have five hours or less annual leave entitlement at the end of the leave year this will automatically be carried forward to the next leave year on SCoPE.

### If you have been unable to use all of your Working Time Directive annual leave (160 hours) during the leave year due to being on sickness absence you are entitled to carry this over into the following leave year. This leave needs to be taken within 15 months of it being carried forward. This leave entitlement will always be used first when applying to take leave.

### If you have been unable to use all of your full occupational annual leave entitlement during the leave year due to being on maternity, adoption or shared parental leave you are entitled to carry this over into the following leave year. This leave needs to be taken within 15 months of it being carried forward.

## Bringing forward annual leave

### You can request to bring forward up to 40 hours (five days) annual leave from the following leave year in March of the current leave year using the Flexible Annual Leave Application Form (089-016) and submitting this to your line manager to forward to the Area Commander or equivalent for approval.

### You should discuss the request with your line manager to ensure that you will be able to use this leave before the current leave year ends.

## Changing public holiday dates

### The public holidays we have agreed to recognise might not suit you for religious or cultural reasons. As such you can request to swap these dates and take time off on another date which has significance to you.

### Requests should be sent to your line manager with as much notice as possible and at least five weeks before the date requested using the Flexible Annual Leave Application Form (089-016). You must specify the date you would like to request instead of the public holiday.

### Once approved you will not be entitled to an enhanced rate of pay if you are required to work the original public holiday date but would be entitled to the relevant enhancement if you are required to work the alternative pubic holiday date.

### If you change a public holiday date you will revert to the Police Scotland public holiday dates the following leave year and will have to submit a new request for any further changes to be made.

### If you move post after you have changed public holiday dates the amended date will apply to your new posting.

## Contact during annual leave

### There may be occasions where we are required to contact you while you are on annual leave. This will only be for matters which we cannot deal with in your absence or that we cannot postpone until your return. Your contact details on SCoPE must be up to date and you must provide alternative contact details when you are away. If you are unable to give precise contact details, for example due to touring, you must provide a contact number where information can be left.

## Annual leave following transfer

### On permanent transfer to a new post we will allocate you the annual leave sub-group for that post. Pre-booked annual leave from a previous posting will be honoured. If you are temporarily posted away from your base post you will retain the annual leave sub-group of your base post.

### If you request annual leave after being told of the transfer date to a new post you must consult with your new line manager and the RDU. If this is approved by your current line manager and consultation has not taken place with your new line manager the leave period will be deleted when you move post.

## Annual leave during suspension

### To apply for leave during suspension, contact your Liaison Officer who will make the request through SCoPE on your behalf. Your line manager will consider your application in the normal way.

### Retrospective requests will not be considered unless your previous applications have been refused or you have had a request to carry over or bring forward leave approved.

## Annual leave on return from a career break

### When you return from a career break your leave entitlement in the year you return will be based on the number of completed months service in that leave year.

### In circumstances where a career break starts and ends, part way through a month in the same leave year the calculation will be based on cumulative completed months’ service. For example a career break starting 6th June and ending 5th January, will count as five completed months cumulative service in that leave year taking into account the service accrued before the career break starts and after it ends.

## Citation for court during annual leave

### If you receive a citation for court and this falls during your annual leave period you should request an excusal from court duties without delay. Further detail on this is contained within the Citations (Police Officers and Staff) SOP.

### If an excusal is refused you should inform your line manager, attend court and submit the appropriate claims on SCoPE. Further detail on this is contained within the Police Officer Handbook and the Allowances and Expenses (Officers) procedure.

## Part-time workers additional leave

### If you are part-time and work additional hours you will accrue additional annual leave hours on a pro-rata basis dependant on the number of additional hours worked throughout the leave year.

### Part-time officers will not have these additional annual leave hours added to their entitlement. They will be paid retrospectively on an annual basis for any additional annual leave hours accrued as a result of working additional hours.

## Recall to duty from annual leave

### If you are recalled to duty from a period of annual leave you are entitled to compensation in line with the tables below:

### A period of annual leave is defined as a period of leave from duty of four or more days, where at least one of those days is a day of annual leave (with the others being either rest days, day taken off in lieu of overtime, public holidays or monthly leave days).

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| **Scenario** | **Entitlement** |
| Recalled on day taken as annual leave or TOIL | One day’s annual leave and one day’s pay at double time for each of the first two annual leave days recalled to duty during that period.  **or**  Two day’s annual leave for each of the first two annual leave days (whether or not the two days are consecutive).  **then**  One day’s annual leave and a half day’s pay at double time for each additional day (i.e. third or subsequent days) or one and a half day’s annual leave in lieu of each additional day. |
| Recalled on rest day | One rest day and one day’s pay at double time for each of the first two rest days recalled to duty during that period.  **or**  Two rest days for each of the first two rest days (whether or not the two days are consecutive).  **then**  One rest day and a half day’s pay at double time in lieu of each additional day. |

### The above scenarios include situations where an officer is required to be advanced into an annual leave day or is detained into an annual leave day. Level of notice is irrelevant in these circumstances.

### On recall to duty from a period of leave, you cannot take TOIL as compensation and must submit a claim using the SCoPE Overtime claim process

# Manager

## What you need to do:

* Process all requests for annual leave in a fair and transparent way.
* Ensure adequate resourcing levels are maintained.
* Take operational requirements locally, regionally and nationally into consideration as appropriate.
* Provide officers with every opportunity to take the annual leave that they are entitled to in the year it is allocated.

## Annual leave allocation

### The method of giving leave to federated ranks is by rotating sub-groups with the aim of limiting leave abstraction at 16%. The Resource Deployment Unit (RDU) will publish leave periods in July each year for the following leave year.

### The leave year will be split into six periods, running in chronological order with each period sub-divided into three blocks. These periods will be attached to posts in line with the lettered leave sub-group of the post and given to officers based on their posting to those posts.

### The RDU will give you the details of the sub-groups and leave periods allocated to your teams so that you can consider requests for mutual swaps and the impact on resource levels, skills, specialisms or expertise in your teams.

### You must review and update the information with any changes or swaps. You must maintain the resource balance required and return all information to the RDU by the given deadline.

## Receiving a request

### All requests for annual leave must be made using SCoPE. The following rules apply to federated ranks.

* Requests can be made for full days or half days.
* No more than three full days of annual can be taken as half days.
* At least four hours must be worked without a refreshment break to take a half day of leave.
* A leave request for a future leave year cannot be submitted before 1st October in the preceding year except in exceptional circumstances and with the approval of your Area Commander.
* A request for annual leave which falls completely within a team member’s allocated block and where at least five weeks’ notice has been given will be approved automatically.

### SCoPE will automatically indicate if a request includes days outwith the allocated block and these should be assessed against known Operational Base Levels, staffing levels and red days to make sure operational resilience is maintained.

### The Area Commander or equivalent has overall responsibility for the final sign off of all annual leave requests outwith the automatic approval process.

## Annual leave and sickness absence

### A team member may ask to reclaim a period of annual leave due to sickness if they have followed the Attendance Management Procedure. You will need to action this request using the People Direct online portal to arrange for their leave balances to be adjusted. Public holidays cannot be reclaimed.

### During periods of long term sickness absence team members can choose to take their 20 days’ statutory holiday entitlement and receive their full rate of pay. This is often the case where a period of reduced pay is applied. Refer to the Attendance Management Procedure for further detail and discuss any individual cases with People Direct.

### If a team member is off sick and submits a requests to go on holiday you should talk to them about this and make sure they have advice from their GP that it will not hinder their recovery. If granted, they should remain absent. They must not submit a leave request through SCoPE. There are no adjustments to leave balances under these circumstances unless paragraph 3.4.2 applies.

## Carrying over unused leave

### Team members can ask to carry over up to 40 hours (five days) unused annual leave into the next annual leave year using the Flexible Annual Leave Application Form (089-016). In exceptional circumstances team members may request to carry over more than 40 hours (five days).

### An Area Commander or equivalent must review this application and pass approved requests to People Direct who will assign to the RDU to arrange a SCoPE update.

## Bringing forward annual leave

### Team members can ask to bring forward up to 40 hours (five days) annual leave from the future leave year in March of the current leave year using the Flexible Annual Leave Application Form (089-016). You must discuss the request with the individual to ensure they will be able to use this leave before the current leave year ends.

### An Area Commander or equivalent must review this application and pass approved requests to People Direct who will assign to the RDU to arrange a SCoPE update.

## Changing public holidays

### Team members can ask to swap the public holiday dates and take time off on another date which has significance to them such as for religious or cultural reasons.

### Requests should be forwarded to you with as much notice as possible and at least five weeks before the date requested using the Flexible Annual Leave Application Form (089-016). This must be forwarded to the Area Commander or equivalent for approval and then passed to People Direct to arrange a SCoPE update.

## Annual leave following transfer

### If a team member permanently transfers to a new post they will be allocated the annual leave sub-group which corresponds to their new post. If they have pre-booked annual leave from their previous post this will be honoured.

### If you receive a request for annual leave after the team member has been notified of their transfer date to the new post this should be rejected and the individual must consult with their new line manager and RDU.

## Annual leave during suspension

### Team members suspended from duty should continue to apply for annual leave within their allocated annual leave blocks. Their Liaison Officer may make applications on their behalf, for you to approve in the normal way.

### All requests and approvals must be entered into the suspended officer’s contact log.

# Resources

**Forms**

* Flexible Annual Leave Application Form (089-016)

**How to Guides**

* Police Officer Annual Leave and Public Holidays -

Guidance for calculation of entitlements

**Related Procedures**

* Annual Leave and Public Holidays (Staff)
* Attendance Management
* Fertility Treatment
* Flexible Working
* Volunteer Reserve Forces

**Useful Links**

* The Police Service of Scotland Regulations 2013 Regulation 25

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Appendix A

**Annual Leave and Public Holidays (Officers)**

**Guidance for calculation of entitlements**

1. **Annual leave entitlements for part-time officers**

Officers working part-time will have their annual leave entitlement for the year pro-rated and calculated as follows:

(Part-time hours/Full-time hours) x FTE annual leave entitlement in days

**Example:** An officer with over 10 years’ service who works an average of 24 hours per week would be entitled to the following:

(24 hours/40 hours) x 36 days = 0.6 x 36 = 21.6 days

Converted to hours – 21.6 days x 8 hours = 172.8 hours (172 hours 48 minutes)

1. **Part year calculation for part-time officers**

Officers who start working part-time hours’ part way through the leave year would have their leave entitlement for the year pro-rated based on the number of days in the year they are full-time/part-time and calculated as follows:

(No. of days full-time/365 days) x FTE annual leave entitlement in days

+

(No. of days part-time/365 days) x PT annual leave entitlement in days

\*divide by 366 days if it is a leap year

**Example:** An officer with over 10 years’ service who will work 219 days full time and then work 146 days part-time (24 hours per week) would be entitled to the following:

(219 days/365 days) x 36 days = 0.6 x 36 = 21.6

+

(146 days/365 days) x 21.6 days = 0.4 x 21.6 = 8.64

Full year entitlement – 21.6 + 8.64 = 30.24 days

Converted to hours – 30.24 days x 8 hours = 241.92 hours (241 hours and 55 minutes)

1. **Annual leave entitlement for service increments**

Officers due an increase in annual leave entitlement due to a service anniversary will have their increased entitlement based on the number of completed months left in that leave year after the service anniversary. This will be rounded to the nearest full day. Service increases will be applied at the start of the leave year in which the anniversary falls.

(No. of completed months left in the leave year/12 months) x no. of days additional entitlement due

\*rounded to the nearest full day prior to conversion into hours

**Example:** A Constable who completes 10 years’ service on the 17th January would be entitled to the following:

Additional leave due at 10 years’ service – 2 days

Number of completed months in that leave year after service anniversary – 2 months

Additional annual leave due in that leave year – (2 months/12 months) x 2 days = 0.16 x 2 = 0.33 days - this would be rounded to 1 day

Converted to hours – 1 x 8 = 8 hours

1. **Annual leave entitlement in the last year of service**

Officers due to leave are entitled to annual leave in their last year of service based on the number of completed month’s service in that leave year prior to leaving.

(No. of completed months service/12 months) x annual leave entitlement in days

\*rounded to the nearest full day prior to conversion into hours

**Example:** A Constable who is due to leave on 2nd October and who has over 20 years’ service would be entitled to the following:

Annual leave entitlement for the full year – 39 days

Number of completed months in last year of service – 6 months

Annual leave entitlement due that year – (6 months/12 months) x 39 days = 0.5 x 39 = 19.5 days - this would be rounded to 20 days

Converted to hours – 20 x 8 = 160 hours

1. **Annual leave entitlement in the first year of service**

Officers who join are entitled to annual leave in their first year of service based on the number of completed month’s service in that leave year after joining.

(No. of completed months service/12 months) x annual leave entitlement in days

\*rounded to the nearest full day prior to conversion into hours

**Example:** An officer who joins on 2nd October would be entitled to the following:

Annual leave entitlement for the full year – 28 days

Number of completed months in first year of service – 5 months

Annual leave entitlement due that year – 5 months/12 months x 28 days = 11.6 days - this would be rounded to 12 days

Converted to hours – 12 x 8 = 96 hours

The above examples are simplified versions of how SCoPE calculates Annual Leave entitlement. Due to the complicated nature of the system calculations, these cannot be replicated exactly. When applied to more complicated scenarios, the above calculation methods may not be accurate. However, the difference should be minimal and can still be used as an indication.