

**Equality and Human Rights Impact Assessment (EqHRIA)**

# Summary of Results

## Policy/Practice Name:

Annual Leave and Public Holidays (Officers)

## Owning Department:

People and Development

## Date EqHRIA Completed:

09/01/2023

## Purpose of Policy/Practice:

The Annual Leave & Public Holidays (Police Officer) procedure applies to circa .24k officers and is intended to outline in a clear and simple format the annual leave entitlements of officers. The procedure details a fair and consistent allocation, application and approval process which all officers and line managers must follow. This affords officers equal opportunities when applying for leave and provides flexibility to accommodate the needs of protected characteristics while ensuring an equitable spread of resources.

## Summary of Analysis / Decisions:

### What the assessment found, and actions already taken.

The draft procedure was sent out for consultation in March 2023 and the EqHRIA completed taking into account feedback received through the consultation process. The EqHRIA identified the following protected characteristics which may be impacted.

Marriage and Civil Partnership – There are a number of officers within the service who are married or are in a civil partnership. The practicalities of arranging leave together are not accommodated within the allocation process but the ability for officers to swap leave allocations has been built into the process to allow this opportunity.

Pregnancy and Maternity - The maximum carry over entitlement determined by the Police Service of Scotland Regulations 2013 and associated Determinations and is capped at 5 days (40 hours). The procedure allows for additional carry forward provisions for the reasons of

**Summary of Mitigation Actions:**

**What the assessment found, and actions already taken.**

pregnancy and maternity and works in synergy with Pregnancy and Maternity Procedures to encourage the use of accrued leave during maternity leave immediately after that leave to ensure maximum ability to accommodate requests.

Disability - The carry over limits may also impact officers with disabilities where an absence spans more than one leave year. The procedure provides for WTD annual leave (20 days) to be carried over where it is not used due to sickness absence.

 Sex - The procedure provides a facility for part time officers (primarily female) to receive pay for any additional hours worked as compensation for additional leave entitlements. This may be considered a disadvantage and is the subject of tri-partite discussions at the Police Negotiating Board who set the terms and conditions for officers.

The issue of part time officer entitlements to compensation for additional hours was referred to the Police Negotiating Board and approved. Relevant guidance has been added to the procedure.

Any disparity within the organisation in terms of leave allocation and the number of changes necessary to accommodate protected characteristics is the responsibility of The Resource Deployment team. While some monitoring will be enabled through the use of a new force form, RDU have been asked to consider any additional methods of monitoring and to implement these where practical.