

## ANNUAL LEAVE

The annual leave entitlements (expressed in 8 hour days) for the federated ranks are found in Regulation 33, Annex O:

Years of relevant service	Annual Leave Entitlement	
	Days	Hours Equivalent
Less than 2	22	176
2 or more	25	200
10 or more	27	216
15 or more	28	224
20 or more	30	240

### Carry over

At the discretion of the chief officer and subject to exigencies of duty members can carry over to the next leave year no more than five additional days of annual leave outstanding from the current year (in exceptional circumstances the chief officer can allow a member to carry over more); or to bring forward to the last month of a leave year no more than five days leave from the following year.

### Working on Annual Leave

The following scale of compensation applies where an officer is recalled to duty from a period of absence from duty of 3 or more days (of which at least one day is annual leave). It also applies to the cancellation of pre-booked, scheduled annual leave where the same criteria are met i.e. absence from duty of 3 or more days of which at least one day is annual leave:

No of Annual Leave Days Worked	Compensation in additional days (or annual leave plus pay)
1	2 days (or 1 day's annual leave plus 1 day's pay at double time)
2	4 days (or 2 days' annual leave plus 2 days' pay at double time)
Thereafter	1.5 days (or 1 day's annual leave plus 0.5 day's pay at double time) for each further annual leave day worked

If the period of absence includes rostered rest days, days in lieu of overtime, or public holidays, compensation for working on those days (or time off in lieu) would be as per the relevant regulation.

### Is a member who is on annual leave who becomes sick entitled to go on sick leave (and reclaim the annual leave)?

The Police Regulations 2003 do not explicitly deal with the interaction of annual leave and sick leave. We consider that a day cannot simultaneously be regarded as both a day of sick leave and a day of annual leave.

As the Regulations are silent as to the manner of notification and rearrangement of annual leave we consider that an officer who has booked a holiday but who is then

injured or becomes ill and unable to take the holiday should be able to cancel the annual leave and take it at a later date.

With regard to the position of an officer who becomes ill on holiday, we recommend notification of the position to the force as soon as possible so as to maximise the prospect of being able to reclaim annual leave.

**Compensation for annual leave not taken on leaving the service**

If, on termination of service, the proportion of annual leave taken by an officer in the last year of service is less than the proportion of the leave year which has passed, he/she is entitled to payment in lieu of the untaken days.

Conversely if, on termination of service, the proportion of annual leave taken by the officer exceeds that proportion of the leave year which has expired, the police authority are entitled to compensation, whether by payment, additional service, or otherwise.

For further details of the calculations involved please see PNB Circular 01/2, Home Office Circular 21/2002 and Annex O to Regulation 33 of Police Regulations 2003.