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THE NATIONAL SECRETARY'S OFFICE

5 October 2022

**BB CIRCULAR – 012-2022**

**To:** All Branch Board Chairs & Secretaries  
**Cc:** National Board, National Board Info and Branch Council Admin

Dear Colleague,

**Rest days and Public Holidays in Lieu – Inspecting Ranks**

I am writing to highlight the 2020 change to Annex H with respect to rest days and public holidays in lieu for the inspecting ranks.

Annex H sets out that:

- Inspectors and Chief Inspectors who are required to work on a rest day or public holiday are entitled to a day in lieu on each occasion to be taken in the following 12 months.
- With effect from 28 April 2020, in exceptional circumstances (due to exigencies of duty or work demands) rest days and public holidays in lieu can be taken over a further 12-month period.

I am aware that some forces may not be aware of this change and / or may not be adhering to it. For the avoidance of doubt, I have attached the revised Annex H, published on 28 April 2020, which sets out the new provision at paragraph 1(l).

You may wish to bring this to the attention of your force to ensure officers are receiving the appropriate compensation.

If you have any questions, please contact [termsandconditions@polfed.org](mailto:termsandconditions@polfed.org)

Yours sincerely

Calum Macleod  
**National Secretary**

## PUBLIC HOLIDAYS AND REST DAYS

The following determination, "Annex H – Public Holidays and Rest Days", is made by the Secretary of State under regulations 24 and 26 of the Police Regulations 2003 (S.I. 2003/527), following consultation in accordance with regulation 46 of those Regulations. This determination was made on 28 April 2020 and replaces the determination "Annex H – Public Holidays and Rest Days" which was in force immediately before that date. This determination comes into force on 28 April 2020.

- 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 they receive 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 them within 4 days of notification of the requirement.
  - b) Subject to paragraph (2)(a), the appropriate rest-day rate is, for each completed 15 minutes of duty on a rostered rest day, the fraction of a day's pay specified in subparagraph (c).
  - c) The fraction is three sixty-fourths.
  - d) 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 public holiday, be granted:
    - i) where they receive less than 8 days' notice of the requirement:
      - (1) an allowance at the appropriate rate and, in addition,
      - (2) another day off in lieu thereof, which shall be notified to them within 4 days of the notification of the requirement, and which shall be treated for the purposes of this determination as a public holiday;
    - ii) in any other case, an allowance at the appropriate rate.
  - 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 (d), 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, 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 they 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, sub-paragraph (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,

(2) the grant in any week of two rest days, or

(3) the grant in any week of any other rest days to which the member is entitled,

to a member of a police force of the rank of inspector or chief inspector, they 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.

h) Where the exigencies of duty have precluded:

(1) the allowance of a day's leave on a public holiday,

(2) the grant in any month of eight monthly leave days, or

(3) the grant in any month of any other leave days to which the member is entitled,

to a member of a police force of the rank of superintendent or above, they 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) REMOVED WITH EFFECT FROM 1 JANUARY 2019

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.

k) A member of a police force shall not be given less than 15 days' notice of a requirement to do duty on a day which is a public holiday without the authorisation of a member of a police force of a rank above that of chief superintendent.

l) Where exceptional circumstances, the exigencies of duty or work demands have precluded a member of a police force of the rank of inspector, chief inspector, superintendent or chief superintendent from taking a day's leave in lieu allowed or granted under sub-paragraph (g) or (h), the member will, before 12 months from the date when the

rest day was first rostered, be entitled to request from the chief officer that the entitlement to the day's leave in lieu be extended for a further 12 months.

m) The chief officer may grant the request referred to at sub-paragraph (l) if they are satisfied that the member has been unable to use the day's leave in lieu allowed or granted under sub-paragraph (g) or (h) due to exceptional circumstances, the exigencies of duty or work demands.

2) PART-TIME MEMBERS UP TO AND INCLUDING THE RANK OF CHIEF SUPERINTENDENT

a) The appropriate rest-day rate for a part-time member of a police force up to and including the rank of chief superintendent is, for each completed 15 minutes of duty on a rostered rest day, the fraction of the member's hourly rate of pay calculated in accordance with the determination under regulation 24 (Annex F) specified in subparagraph (b) below.

b) The fraction is one eighth.

c) A part-time member of a police force up to and including the rank of chief superintendent 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 them within 4 days of notification of the requirement.

d) This sub-paragraph applies where:

i) a part-time member of a police force up to and including the rank of chief superintendent is required to do duty on a free day,

ii) they receive 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.

e) Where sub-paragraph (d) applies:

i) if the member was on duty for more than 8 hours on the free day and for more than 40 hours (in addition to any hours on a rostered rest day or public holiday for which an allowance fell to be granted under this determination) during the week in which the free day occurred, they are entitled to an allowance at the rate of one twelfth of an hour's pay for each completed period of 15 minutes of duty done on the free day, and

ii) in any other case, they are entitled to time off equal to the total length of those periods.

f) Where:

- i) a member is required to do duty on a free day, and
- ii) they receive less than 15 days' notice of the requirement,

but sub-paragraph(d)(iii) does not apply, they are entitled to an allowance at the appropriate rest-day rate.

g) In the case of a part-time member of a police force up to and including the rank of chief superintendent working in accordance with variable shift arrangements, the number of hours on duty shall for the purposes of sub-paragraph (e)(i) be determined by adding together:

- i) the average number of hours the member is contracted to work in the week in which the free day occurred;
- ii) the number of hours, if any, the member worked on any rest day in that week; and
- iii) the number of hours (if any) the member worked on any public holiday within that period.

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

- 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.

i) Any entitlement of a member to an allowance for rest day, public holiday or free day working in respect of any day is in addition to any payments due to that member for that day in accordance with regulation 24 and the determination thereunder (Annex F).

j) For the purposes of regulation 24 and the determination thereunder (Annex F):

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:

a) a member of a police force who is paid a dog handler's allowance shall not be treated as required to do duty by reason only of their being required to care for the dog;

b) "a day's pay" means a week's pay at the rate at which the member was paid on the day in question divided by five;

- c) “the appropriate rate” for a full-time constable or sergeant means a sixteenth of a day’s pay for each completed 15 minutes of duty done on a public holiday;
- d) “the appropriate rate” for a part-time constable or sergeant is, for each completed 15 minutes of duty done on a public holiday, one half of the member’s hourly rate of pay calculated in accordance with regulation 24 and the determination thereunder (Annex F);
- e) in this paragraph, “day” in relation to members of a police force, means a period of 24 hours commencing at such time or times as the chief officer shall fix and the chief officer may fix different times in relation to different groups of members;
- f) a reference to a day which is a public holiday is to be construed, in relation to the member concerned as a reference to a day commencing at any time on the calendar date of the public holiday in question;
- g) “week” means a period of 7 days beginning with such day as is fixed by the chief officer;
- h) where a member is required to do duty, or is recalled to duty, for a period of less than 4 hours on a public holiday or a rostered rest day or, for a part-time member, a free day, such period or each such period, shall be treated as though it were a period of 4 completed hours. The only exception to this is where a period of not more than one hour of duty on a rostered rest day or, for a part-time member, a free day immediately follows a normal daily period of duty (or, in the case of a part-time member or a member working in accordance with variable shift arrangements, a rostered shift). In this instance the period of not more than one hour of duty counts as the number of period of 15 minutes actually completed;
- i) where a member is required to do duty on a public holiday or on a rostered rest day or, for a part-time member, a free day, their period of duty shall include (except for the purposes of sub paragraph (h) above) the time occupied by them in going to and returning from their place of duty, not exceeding such reasonable limit as may be fixed by the chief officer, save that, for the purposes of this subparagraph, there shall be disregarded any period of time so occupied:
- i) which together with the member’s period of duty exceeds 6 hours, or
- ii) which is treated as a period of duty under regulation 22 (travelling time treated as duty);
- j) where it is at their 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, they 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;
- k) in relation to a part-time member of a police force:

i) the determined hours are the number of hours which the chief officer has determined as their normal period of duty in a relevant period (as provided for in Annex E paragraph (6)(ii) or paragraph (6)(v) as applicable),

ii) a relevant period is a period for which a duty roster relating to them has effect for the time being under paragraph 3 of Annex E, and

iii) the appropriate factor is  $A/B$ , where:

A is the number of determined hours, and

B is 40 times the number of weeks in the relevant period.

DATE

MINISTER