Overtime

**OVERTIME: Reg 25 Annex G Determination**
Overtime is potentially payable when:

* You remain on duty after your tour of duty ends
* You are recalled between two tours of duty or
* You are required to begin earlier than the rostered time without due notice and on a day when you have already completed your normal daily period of duty.

**Planned Overtime**
When you are informed at or before the commencement of your tour that you will be required to remain on duty after the tour ends, no account will be taken of any period of less than 30 minutes of overtime worked.

**Casual Overtime**
When you are not informed at the commencement of your tour of duty that you will be required to remain on duty after your tour ends then, on the first four occasions, in any week, the first 30 minutes of any overtime worked is to be disregarded in calculating your overtime payment.

**Recall to Duty: Reg 25 Annex G**
When you are recalled to duty between two rostered tours of duty, appropriate travelling time shall be counted as duty. Officers will incur overtime for the actual hours worked during the recall only.

**Advancing the Start of Duty from the Rostered Time: Reg 25 Annex G paragraph 1.h.iv**
Where the time at which an officer is due to commence a rostered tour of duty is brought forward without due notice (less than 8 hours) so that they are required to commence duty on a day in which they have already completed their normal period of duty. The time for which they are on duty before the rostered commencement time shall be reckonable as overtime and also taken into account as part of that tour of duty. The force day commences at 7 AM.

**Compensation for Duty on a Rostered Rest Day: Reg 26 Annex H**
Subject to the exigencies of duty, an officer will be granted two rest days each week and a day’s leave on each public holiday.

When you are required to do duty on a rostered rest day, you are entitled to:

* **With less than 15 days’ notice:**
Compensation at the rate of time and one half
* **With 15 or more days’ notice:**
Another rest day which should be notified to you within 4 days of the requirement.

When calculating the number of days’ notice given, disregard both the day on which the requirement was notified and the day on which you are required to work.

**Compensation for Duty on a Public Holiday: Reg 26 Annex H**
Where you are required to do duty on a public holiday, you are entitled to:

* **With less than 8 days’ notice:**
Double time payment and another day off in lieu
* **In any other case:**
An allowance at the appropriate rate ie. double time

**Continuous Duty into a Rest Day**
Where an officer works continuously through from a scheduled duty day into a rest day he/she will be paid at the appropriate enhanced rate for up to the first hour of the rest day worked. The appropriate enhanced rate is time and a half where less than 15 days’ notice is given. Where an officer works more than 1 hour and up to 4 hours, he/she shall receive 4 hours payment at time and a half.

**Reinstatement of Cancelled Rest Days: PNB Circular 85/9**

When an officer’s rest day is cancelled in anticipation of an operational need for which in any event he/she is not required to attend for duty:

* Where the officer is told with more than 7 days (and less than 15 days) notice that he/she will not after all be required to work on his/her rest day, he/she will take the rest day with no compensation.
* Where the officer is given less than 8 days notice he/she can choose between taking the rest day with no compensation or working on the rest day with compensation in accordance with police regulations.

**Travel Time**

Travel time between home and your usual place of duty is generally not duty time.

Such travel time shall only be treated as a period of duty when you are:

* Required to perform your normal daily period of duty in more than our tour (Split Duty) or
* Recalled to work between two tours of duty and you travel to and from your home between tours.
* In calculating any period of overtime, the time occupied by a member in relevant travelling shall be treated as a period of duty.

If you are designated either a casual or essential user, use of a motor vehicle for this purpose attracts mileage allowance.