

Annual Leave

The annual leave year is 1 January – 31 December. Entitlements (expressed in 8 hour days) will be as shown below :-

Length of Service	2005	2006
Less than 2 years' relevant service	22	22
2 or more years' relevant service	23	25
5 or more years' relevant service	25	25
10 or more years' relevant service	27	27
15 or more years' relevant service	28	28
20 or more years' relevant service	30	30

Officers whose service date appears in the middle of an increment year will be entitled to leave as set out below.

(As calculated by Schedule 4 Police Regulations 1995)

2005/6	5 Years	10 Years	15 Years	20 Years
January	25	27	28	30
February	25	27	28	30
March	25	27	28	30
April	25	27	28	30
May	25	26	28	30
June	25	26	28	30
July	24	26	28	29
August	24	26	28	29
September	24	25	28	29
October	24	25	28	29
November	24	25	28	29
December	24	25	28	29

Carry over

Subject to the exigencies of duty you are entitled to:

1. Carry over of no more than five additional days of annual leave (unless there are exceptional circumstances);
 2. Bring forward to the last month of a leave year no more than five days leave from the following year.
- All requests for approval to carry forward annual leave must be submitted in the form of a report outlining the circumstances to SUM/head of department.

Annual Leave – Police Officers leaving

If an officer leaves during a calendar year, the following calculation must be used to establish annual leave entitlement (as per Police Regulation 33)

Annual leave entitlement divided by 12 months then multiplied by the actual number of completed months they have worked in the year.

Example:

A police officer is due to retire mid September, and has 30 years' service.

Leave entitlement for the year = 30 days divided by 12 (no of months in the year) times by 8 (number of completed months worked this year) = 20 days.

Sickness on Annual Leave

A member cannot be sick and on leave at the same time. Any annual leave falling within a period of sickness can be cancelled and taken at a later date.

Recall from Annual Leave

Under Regulation 33 of the Police Federation 2003, a member is entitled to compensation where a recall from Annual Leave occurs.

Your entitlement under this regulation is now:

- + 2 days' leave for each of the first two days recalled **OR** if you elect,
- + 1 days' leave plus 1 day at double time payment for each of the first two days.

If you are recalled for more than two days, the third and any subsequent day is compensated at the rate of:

- + 1.5 days leave for each day **OR** if you elect
- + 1 days' leave plus .5 days' pay at double time in lieu of each such day

This applies to any period of absence of 3 or more days, where at least one day is shown as annual leave and the other days, if not annual leave, are rostered rest days, days taken as time off in lieu of overtime, public holidays (or days taken in lieu of such) monthly leave or any combination.