



Annual Leave Policy

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Compliance with Legislation	<input checked="" type="checkbox"/>
Equality Impact Assessment	<input checked="" type="checkbox"/>
Freedom of Information issues	<input checked="" type="checkbox"/>
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Risk Management	<input checked="" type="checkbox"/>

Annual Leave Policy

1. Policy Statement

The annual leave policy is designed to ensure that all police officers and police staff get the right proportion of annual leave and statutory holidays to which they are entitled.

It ensures fairness and equality regardless of the days of the week worked or the pattern of work undertaken.

The procedures set out in this document apply to police officers and police staff, including police staff within-the Office Police and Crime Commissioner (OPCC).

This policy must be applied fairly, equally, and consistently to all officers and employees irrespective of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or any other unjustifiable grounds.

Please Note: Cleveland Police and the OPCC will be referred to as the “**Organisation**” and police officers and police staff will be referred to as “**Individuals**” for the purposes of this policy.

2. Purpose

The annual leave policy ensures that all Individuals take a break from work in line with the requirements of the Working Time Regulations, Police Regulations and Police Staff terms and conditions of employment.

The policy also ensures that all Individuals are aware of their leave allowances and the procedural requirements they must follow when requesting annual leave.

3. Underpinning procedures

It is the intention of the Organisation to ensure fairness to all Individuals with regard to annual leave.

3.1 Annual Leave Year

The annual leave year begins on the 1 April and finishes on the 31 March.

3.2 Annual Leave entitlement

Entitlements to annual leave will be calculated and expressed in working hours for all Individuals as below:

- **Police officers** will accrue annual leave in line with their rank, as per Regulation 33 and [Annex O](#) of Police Regulations 2003.
- **Police staff** leave is aligned to the Police Staff Council (PSC) Handbook and will be entitled to the following:
 - 177.6 hours per year (24 days).
 - Increasing to 214.6 hours per year (29 days) after five years continuous service.

Please Note: All balances will be pro-rata for a part time worker.

3.3 Requesting Annual Leave

Annual leave should be requested through self-service and will follow appropriate approval routes for the team.

A guide on how to submit leave is also available on the Self Service portal [here](#).

3.4 Periods of High Demand

During periods of high demand, annual leave will normally be permitted for a maximum duration of two weeks (for those on Monday to Friday shifts) or two blocks (for those on flexible shifts).

Extended leave periods will be dealt with on a case-by-case basis.

For those Individuals employed by the OPCC for Cleveland, the Chief Executive & Monitoring Officer shall determine the periods of high demand for the Office. The periods of predetermined high demand will be reviewed on an annual basis and leave levels will be managed accordingly during these periods.

3.5 Untaken Annual Leave

Balances greater than one week can only be carried over due to exceptional circumstances. This requires additional approval from your Chief Superintendent or police staff equivalent.

If an Individual returns from sickness absence, with enough time left in the leave year to take their outstanding leave (excluding the leave that can be carried forward), then leave should be taken wherever possible:

- This can be in the period between the ending of sick leave and the commencement of a phased return.
- This will not alter the duration or pattern of the phased return.

If an Individual has had long term sickness or remains on sick leave and does not have enough time left in the year to take their outstanding leave, please contact HR for advice.

3.6 Leave during Sickness Absence

If an Individual is prevented by sickness for taking a period of approved annual leave or falls ill during a period of leave, providing that normal absence notification procedures are complied with, annual leave will be re-instated onto the leave balance.

For Individuals employed by the OPCC the Chief Executive & Monitoring Officer shall make all determinations.

3.7 Leave during Suspension and Investigations

The Individual subject to suspension is still entitled and expected to take their annual leave entitlement. It is essential that they follow the process set out in documentation provided by the Department of Standards & Ethics.

For Individuals employed by the OPCC the Chief Executive & Monitoring Officer shall make all determinations.

3.8 Withdrawal of Agreement to Take Leave

If an exceptional situation occurs which presents real operational difficulties, the Organisation reserves the right to withdraw approval for annual leave.

Where this has to be done because of operational exigencies of the service, every effort will be made to minimise any inconvenience for the Individual.

In such extreme circumstances, an Individual may be reimbursed for any unavoidable documented financial loss incurred in respect of holiday expenses.

Police officers will be processed in line with police regulations.

3.9 Statutory / Public Holiday Entitlement

3.9.1 Police officers

Police officer bank holidays are managed in line with police regulations.

3.9.2 Police officers substitute bank holidays

Bank holidays are designated in line with Police Regulations. In respect of the rank of constable and sergeant they may with the approval of a Chief Officer, substitute a day which is not a public holiday for any day which is designated a public holiday, with the exception of Christmas Day.

The officer must give the Chief Officer notice of all proposed substitutions by the 31st of January each year, thereby giving the required 2 months' notice before the start of the new annual leave year, which commences on 1st April each year. The officer must provide the details of the public holiday for which a day is to be substituted.

The Chief Officer shall, subject to the exigencies of the duty, approve a proposed substitution.

If an officer does not nominate an alternative date or dates to substitute a day which is not a public holiday, then the national public holiday dates remain as the default public holidays for that officer.

3.9.3 Police staff

Bank holiday allocations will be added to an Individual's annual leave entitlement, the allocation will be pro-rata for part time workers.

Individuals are entitled to the standard number of bank holidays as stated by the government and these are calculated on a standard day of 7.4 hours (pro-rata for part time workers).

If a bank holiday falls on a working day this must be booked through the system. If your working day is longer than 7.4 hours (pro-rata) you must book the additional time off through another means (i.e. annual leave).

Guidance on bank holidays can be found in the local Police Staff Council handbook.

3.10 Religious Holidays

Wherever possible, line managers responsible for approving annual leave requests will always seek to allow Individuals to use their holiday entitlement to observe special religious festivals.

As with the timing of all holidays leave can only be taken at times agreed between the line manager and the Individual and will always be subject to the demands of the service.

3.11 Holiday Pay

In accordance with the working time directive and the Employment Appeal Tribunal (EAT) ruling in Bear Scotland police staff holiday pay has been determined by the Police Staff Council.

For police officers this has been determined by Police Regulations.

In accordance with the working time directive and the EAT ruling in Bear Scotland it has been determined that this will be an annual payment made in the first available payroll of each new financial year.

Notification of the exact payment date will be made via force communication systems on an annual basis.

No application for this adjustment is required it will be done automatically, neither should any entries on ORACLE for periods of annual leave be made when they would have been in receipt of any identified allowance above.

3.12 Records

Records will be held via self-service.

4. Appendices

There are no appendices associated with this policy.

5. Compliance and monitoring

The Head of Human Resources is responsible for the accuracy and integrity of this document. This policy will be continuously monitored, and updated when appropriate, to ensure full compliance with legislation.

The Head of Human Resources will review this process to ensure that all aspects are being adhered to in accordance with the framework of this policy.

6. Version control

This policy will be reviewed and updated at least every three years by the owner, and more frequently if necessary.

The Corporate Services Department will ensure this document is available on the Force intranet, including any interim updates.

The following identifies all version changes.

Version	Date	Reason for update	Author
2.0	17.12.12	Policy approved by T/CC, formatted and published.	██████████
2.1	31.01.13	Minor amendment to police staff 3.12.2 of TOIL to bank holiday entitlement	██████████
2.2	22.07.13	Process changes for implications of annual leave and long term sickness absence (section 3.9)	██████████

2.3	01.04.14	Policy amended to include the Office of the Police and Crime Commissioner for Cleveland	████████
2.4	17.09.14	Policy amend concerning calculation of annual leave for starters and leavers and reference to PNB circular within policy for police officers 2014/23	████████
2.5	31.5.19	Scheduled Policy Review	████████
2.6	2.7.19	Policy circulated for consultation	████████
2.7	15.8.19	Finalised policy following consultation, incorporating amendments.	████████
2.7	03.10.19	Inclusion of WOU information	████████
2.7	25.10.19	Reduce complexity	████████ ████████ ████████
2.8	19/11/19	Policy approved at People and Wellbeing Board with slight rewording at 3.4, now submitted for approval to the Executive Board	████████
2.9	17/12/19	Policy approved in principle but further query to clarified	████████
3.0	14/1/2019	Approved and published following removal of purchase scheme.	████████
3.1	Feb 2020	Change of owner dept. name	████████
3.2	Apr 2020	Addition of COVID 19 message	████████
3.3	May 2021	Slight amendment to include information re taking of unpaid leave for annual leave purposes.	████████
3.4	June 2021	Amendment to section 3.9 and 3.10.3	████████
3.5	Jan 2023	Extension of review date as agreed at Nov 22 P & W and Dec 22 EMB	████████
3.6	May 2024	Review of policy, simplified wording throughout the policy for ease. Removal of appendices and links added	████████ ████████