

Police Regulation 22 and Annex E thereof afford Officers certain rights in relation to their duties.

Within that Regulation Constables and Sergeants are afforded at least **3 months published duties**.

Annex E Sct 3 c ii) highlights the requirement for such duties to identify **Public Holidays upon which the Officer is required to do duty**.

Police Regulations afford an Officer the expectation of a Public Holiday free from duty and where that Officer is required to perform duty then compensation by way of overtime is payable.

There is no entitlement to work a Public Holiday for overtime as the staffing and budgetary control rest with the Chief Constable.

Constables and Sergeants may elect to swap certain Public Holidays to alternative dates throughout the year.

The process for such a request is set out in a Force Policy and is **always subject to operational resilience and staffing requirements, with approval resting with Chief Officers**.

Details of the process are below:

[Winsor Day Requests](#)

Even if Public Holidays are authorised to be moved to alternative dates the expectation of a day free from duty remains, therefore the Force will view requests in anticipation of the Officer being off duty and not counted within DSL.

The original Public Holiday date then becomes a normal working day and carries no enhancement of salary.

DETERMINATION - ANNEX E in relation to regulation 22

3) DUTY ROSTERS

a) A chief officer shall cause to be published, in accordance with this determination, duty rosters for members of his force of the rank of constable or sergeant (and inspector and chief inspector in the case of part-time members) and, in the determinations made under the Police Regulations 2003 -

i) a reference to a rostered rest day is to be construed, in relation to a member of a police force who is required to do duty on that day, as a reference to a day which according to the duty roster was, immediately before he was so required to do duty, to have been a rest day for the member; and

ii) a day off granted in lieu of a rostered rest day shall be treated as a rostered rest day.

b) A chief officer shall cause each such roster to be drawn up and published, after full consultation with the Joint Branch Board, at intervals not exceeding 12 months and not later than one month before the date on which it starts.

c) **Each such roster shall set out, for at least three months** (except one relating to a part-time member who has agreed with the chief officer on a different period) following the date on which it comes into force, in relation to each member of the force to which it relates -

i) his rest days;

ii) those days, being **public holidays, on which he may be required to do duty**; and

iii) the times at which his scheduled daily periods of duty (rostered shifts for members working variable shift arrangements and for part-time members) are to begin and end; and

iv) for part-time members, his free days.

d) A reference to a 'free day' is to be construed as a reference to a day which is not -

i) a day on which, according to the duty roster, a shift is to begin or end;

ii) a rostered rest day; or

iii) a public holiday.

e) Subject to paragraph (f), a duty roster shall make provision for -

i) an interval of not less than 11 hours between the ending of each of a member's daily periods of duty (or in the case of a part-time member or a member working in accordance with variable shift arrangements, his shifts) and the beginning of the next; and

ii) an interval between each of his rostered rest days not exceeding 7 days, unless in the case of a part-time member, a longer interval has been agreed between the member and the chief officer; unless the Joint Branch Board agrees otherwise, such agreement providing for an equivalent period of compensatory rest.

f) Where, owing to the exigencies of duty, it is necessary to alter a duty roster, the officer responsible for making the alteration shall endeavour, so far as practicable, to avoid thereby requiring a member to do an additional daily period of duty or, in the case of a part-time member or a member working in accordance with variable shift arrangements, a shift, in circumstances where the conditions in sub-paragraph (e)(i) and (ii) would not be satisfied in relation thereto.

g) Where a duty roster is altered in accordance with subparagraph (f) and a member is required to do an additional daily period of duty or a shift in circumstances where the conditions in sub-paragraph (e)(i) and (ii) are not satisfied in relation thereto, that member shall be entitled to an equivalent period of compensatory rest.

4) PUBLIC HOLIDAYS, REST DAYS AND MONTHLY LEAVE DAYS

a) Constables and Sergeants -

- i) **So far as the exigencies of duty permit, a member of a police force of the rank of constable or sergeant shall be allowed a day's leave on each public holiday** and be granted rest days at the rate of two rest days (or, in the case of a member working in accordance with variable shift arrangements, not less than two rest days) in respect of each week.
- ii) The provisions for compensation in lieu of public holidays and rostered rest days are such as are found in regulation 26 and the determination thereunder.
- iii) For the purposes of this determination and the determination made under regulation 26, **a member of the rank of constable or sergeant may, with the approval of the chief officer, substitute a day which is not a public holiday within the meaning of regulation 3(1) of the Police Regulations 2003 (regulation giving interpretation of expressions) for any day which is such a public holiday, with the exception of Christmas Day.**
- iv) A member shall give the chief officer notice of a proposed substitution under sub-paragraph (a)(iii) not less than two months before the first day of the leave year containing the public holiday for which a day is to be substituted.
- v) **The chief officer shall, subject to the exigencies of the duty, approve a proposed substitution** under sub-paragraph (a)(iii).
- vi) The chief officer shall prescribe -

1. the manner in which notice is to be given under paragraph (a)(iv);
2. the time within which a member is to be notified of the decision as to approval of a proposed substitution; and
3. arrangements by which a member may propose a different date to be substituted for the public holiday, where the exigencies of duty prevent the chief officer from approving a proposed substitution.

vii) Where a proposed substitution has been approved under paragraph (a)(v) and the member later transfers to another police force, the substitution shall, subject to the exigencies of duty, continue to have effect in that other force

b) Inspectors and Chief Inspectors -

Every member of a police force of the rank of inspector or chief inspector shall, so far as the exigencies of duty permit, be allowed a day's leave on each public holiday and be granted rest days at the rate of two rest days in each week.

c) Ranks above Chief Inspector -

Every member of a police force of, or above, the rank of superintendent shall, so far as the exigencies of duty permit, be allowed a day's leave on each public holiday and be granted in each month -

- i) in the case of a member of a police force of the rank of superintendent or chief superintendent, 8 monthly leave days;
- ii) in any other case, 1 ½ monthly leave days.