### Annual Leave and Time Off Policy

<table>
<thead>
<tr>
<th>Policy statement</th>
<th>The Office of the Police and Crime Commissioner respects the needs of employees to take time off from work in order to achieve a suitable work life balance. This policy outlines the types of leave available and the conditions of their use.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope</td>
<td>All employees of the OPCC.</td>
</tr>
<tr>
<td>Policy outcomes</td>
<td>The aims of this policy are to:</td>
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<td></td>
<td>• detail the annual leave and time off provisions available to employees</td>
</tr>
<tr>
<td></td>
<td>• provide a framework through which managers and employees can balance commitment to the needs of the OPCC with home-life</td>
</tr>
<tr>
<td>Check which policy to use</td>
<td>Absence on the grounds of ill health should be addressed using the Managing Sickness Absence Policy.</td>
</tr>
<tr>
<td></td>
<td>Unauthorized absence from work should be addressed using the Managing Misconduct Policy.</td>
</tr>
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<td></td>
<td>Queries relating to the application of flexi time should be addressed using the Flexi-Time Policy.</td>
</tr>
</tbody>
</table>
**Key definitions**

**Full time** employees are defined as employees who are contracted to work for 52 weeks a year and 37 hours per week.

**Part time** employees are defined as employees who are contracted to work either;
- 52 weeks a year but less than 37 hours a week, or
- less than 52 weeks a year, regardless of how many hours worked per week

**Flexible contract employees** are defined as employees who work flexible working patterns/ contract types such as 9 day fortnight

**Local government modification order** - under the Employment Rights Act 1996, an employee can count service with an 'associated employer' who is under the modification order towards certain service requirements.

**Local government notional service** - cumulative length of service worked out by adding together the previous length(s) of service (doesn't have to be continuous) within local government.

**What the law says**

**Statutory annual leave entitlement**
- at least 5.6 weeks statutory holiday entitlement must be provided to employees (28 days inclusive of bank holiday entitlement)
- part time employees are entitled to the same amount of holiday (pro rota) as full time employees
- employers can define the times when employees can take their leave - for example a Christmas shut down, school holiday or to meet changing business requirements
- if employment ends employees have the right to be paid for any leave due but not taken
- there is no legal right to paid public holidays
Compassionate Leave
Under the Employment Rights Act 1996 an employee is entitled to a reasonable amount of time off during working hours on compassionate grounds due to the death of a dependant.

Time off for dependants
The Employment Relations Act 1999 defines an employee’s entitlement to take a reasonable amount of time off during working hours in order to take action which is necessary as follows:

- to provide assistance when a dependant falls ill, gives birth or is injured or assaulted
- to make arrangements for the provision of care for a dependant who is ill or injured
- upon the death of a dependant
- because of the unexpected disruption or termination of arrangements for the care of a dependant
- to deal with an incident which involves an employee’s child and which occurs unexpectedly whilst a child is attending an educational establishment

The management of annual leave during sickness absence and family friendly absence is governed by recent case law. Employment case law resulted in the House of Lords' ruling that:

- a worker can accrue and request to take statutory annual leave during sick leave, and
- on termination of employment, an employee is entitled to claim for pay in lieu of untaken statutory annual leave

Exceptions
Time off for reasons not covered in this policy must be managed through approved annual leave, flexi leave or unpaid leave.

Part time and flexible contract employees
Part time and flexible contract employees will receive a pro rata entitlement to all provisions within this policy.
Notice of all time off

Employees must provide as much notice as possible to line managers of requests for leave under this policy.

Managers have full discretion to agree or decline annual leave requests dependant on service delivery requirements.

Employees must obtain permission to be away from work in the correct way on all occasions. Instances of unauthorised absence will be addressed using the Managing Misconduct Policy.

Recording of leave

Employees are responsible for recording all types of leave of absence covered by this policy through ESS lite as soon as possible to ensure payroll is processed correctly. Managers are responsible for adding any additional leave quotas and using the portal to ensure the correct recording of all types of leave.

Annual leave

For details of the annual leave entitlements for each set of terms and conditions please refer to appendix 1.

All employees, whether full time or part time, are entitled to the same pro rata full time equivalent amount of annual leave and public holidays.

Attaining five years service

Annual leave will be applied on a pro-rata basis during the leave year in which the employee attains 5 years of service and the new (higher) entitlement will take effect on the calendar day after the 5 year anniversary.

Public holidays

Employees will be entitled to leave on the public holidays which fall within each annual leave year i.e. April – March, pro rata for part time staff.

There are normally 8 public holidays within the period April – March, however, this is subject to change, usually due to the timing of the Easter holiday period.

Service relevant for purposes of calculating annual leave

All service with employers covered by the Local Government Modification Order counts toward an employee’s annual leave entitlement. Service does not have to be continuous.
<table>
<thead>
<tr>
<th>The OPCC’s right to prescribe when annual leave is taken</th>
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</thead>
<tbody>
<tr>
<td>Three days of the annual leave entitlement may be prescribed by the OPCC, department or local work area for operational reasons and employees will be required to take annual leave on these days.</td>
</tr>
</tbody>
</table>

| Employees will be notified in advance of the start of the leave year in such cases. |

<table>
<thead>
<tr>
<th>Annual leave entitlement in first and final years of service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time and part time employees contracted to work 52 weeks a year will be entitled to have their annual leave entitlement calculated on a pro-rata basis during their first and final years of employment to reflect both the hours and number of complete weeks worked in the year.</td>
</tr>
</tbody>
</table>

| If employees have taken more annual leave than their pro rata entitlement in the final year of their employment the appropriate deduction will be made to their final salary payment. |

| In circumstances where part time employees do not work the same number of hours each day of the normal working week the calculation will be based on their actual hours of work and their pattern of work. |

<table>
<thead>
<tr>
<th>Annual leave entitlement – part time employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part-time employees will receive a pro rata entitlement for all public holidays. The entitlement will be calculated in hours.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Booking and taking of annual leave</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees are expected to request annual leave by using ESS lite. Their request must provide the dates on which they wish to take leave and give reasonable notice (what constitutes reasonable notice can be agreed locally by management to support delivery of service requirements).</td>
</tr>
</tbody>
</table>

| Full and part time employees are required to request annual leave in hours. The minimum leave request is half an hour. |

| The manager may require the employee to take annual leave during their notice period. The manager must provide the employee with notice equal to twice the length of annual leave to be taken. |

| All annual leave requests are submitted to the employee’s manager for approval. The manager can |
refuse to allow requests for annual leave where it will cause operational difficulties.

**Annual Leave and Time Off Policy**

**Carry forward of annual leave**

Annual leave entitlement must be taken in the leave year to which it relates. Any leave outstanding at the end of the leave year will be lost, except in the following circumstance.

Where operational requirements make it impossible for an employee to take their full annual leave entitlement, an appropriate line manager nominated by a senior manager may authorise the employee to carry a maximum of 5 days forward into the next leave year. These days must be taken by the end of May in the new leave year or will be lost.

In addition, the outcomes of recent employment case law mean that the OPCC must manage annual leave during sickness absence and family friendly absence as follows:

- where an employee has been off sick for all or part of the leave year and has been unable to use their contractual annual leave entitlement before the end of the leave year, they are entitled to carry remaining annual leave forward into the next leave year. This provision is subject to a number of restrictions and managers should refer to the full guidance

- where an employee is absent due to maternity, paternity, adoption or shared parental leave and the period of leave spans more than one annual leave year, they are entitled to their full annual leave entitlement in each year. This provision is subject to a number of restrictions and managers should refer to the full guidance

**Special cases – suspension**

Suspension due to disciplinary proceedings should be reviewed as a special case. During suspension from work the employee is responsible for managing their annual leave and must discuss any request for time off with their line manager. Once approved they must record their leave using ESS lite. The request will be approved where it does not cause delay to processes under the Managing Misconduct Policy. The manager can reasonably request that annual leave is taken during a period of suspension. The employee will not be contacted during a period of annual leave whilst suspended. There
is no right to carry forward annual leave not taken within an annual leave year where this is due to suspension from work.

**Special cases – secondments**

During a secondment to the same or higher grade, annual leave entitlements are in accordance with the secondment grade for the duration of the secondment.

During a secondment to a lower grade, annual leave entitlement for the substantive post is retained.

This is in accordance with the Salary Policy.

**Payment in lieu of annual leave**

Payment will not be made in lieu of any annual leave that is not taken by the end of the leave year.

In exceptional circumstances (i.e. where a manager determines that annual leave cannot be taken during an employee’s notice period for operational reasons), payment in lieu of any annual leave not taken on termination of employment will be made at flat rate.

If an employee leaves the OPCC and prior to this has been off sick and has not had the opportunity to use their contractual annual leave entitlement, a payment in lieu of the contractual leave will be made to the employee.

**Sickness while on annual leave**

Annual leave entitlement will be reinstated where an employee is sick during a period of annual leave. The employee must provide a Statement of Fitness for Work certificate.

An employee who falls sick during the course of their leave shall be regarded as being on sick leave from the date of the Statement of Fitness for Work certificate.

Any reinstated leave must normally be taken by the end of the leave year. However, if there are insufficient days in the leave year to take the reinstated leave, and provided that the employee has not already exhausted their entitlement to contractual annual leave in that year, it may be carried forward into the next leave year.
<table>
<thead>
<tr>
<th>Compassionate leave Definition</th>
<th>The purpose of compassionate leave is to offer immediate paid time off to employees to support them at the time of the death or serious illness of a close relative. A close relative is a parent, child, sibling, grandparent or spouse/partner. This may also apply to relatives 'in law'. This is also known as bereavement leave.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligibility criteria</td>
<td>All employees are eligible to request this type of leave if the definition is met. There is no length of service requirement.</td>
</tr>
<tr>
<td>Entitlement</td>
<td>The OPCC provides up to 5 working days paid leave for each occasion of compassionate leave at the discretion of the manager.</td>
</tr>
<tr>
<td>Additional compassionate leave provision</td>
<td>Up to 10 working days paid leave can be provided in one occurrence at the discretion of the line manager. This can be extended to 28 working days paid leave in exceptional circumstances. If further compassionate leave is needed, the employee may request annual leave, flexi leave or unpaid leave which must be approved by the manager. Where more than one episode of compassionate leave is needed in one year, each instance should be treated individually according to the circumstances.</td>
</tr>
<tr>
<td>Provision arrangements</td>
<td>The employee must contact their manager as soon as possible to discuss their request for compassionate leave. Once approved, the employee is responsible for recording this leave using ESS lite.</td>
</tr>
<tr>
<td>Associated sickness absence</td>
<td>Where an employee is sick as a result of bereavement or the serious illness of a close relative, and that sickness triggers a discussion under the managing sickness absence policy, the circumstances of any such absence should be taken into account and treated reasonably in terms of that person’s overall attendance record and performance.</td>
</tr>
</tbody>
</table>
### Time off for dependants

**Definition**

The purpose of time off for dependants is a short period of unpaid leave to allow an employee to deal with an emergency involving a close relative or those dependent upon the employee to enable them to take necessary immediate action and make longer term care arrangements.

A dependant is the spouse, child or parent of the employee, or someone who lives with the employee in the same household as part of the family, such as a partner or elderly relative or in certain circumstances someone who reasonably relies upon the employee for assistance.

**Eligibility criteria**

All employees are eligible to request this type of leave if the definition is met. There is no length of service requirement.

**Entitlement**

The OPCC provides unpaid leave for time off for dependants for a short term period at the discretion of the manager.

**Provision arrangements**

The employee must contact their manager as soon as possible to discuss their request for time off for dependants. Once approved, the employee is responsible for recording this leave using ESS lite.

### Time off for public duties

**Definition**

Time off for public duties enables an employee to function as:

- a Justice of the peace
- a governor of an education establishment maintained by a local authority
- a member of a sixth form, further or higher education college corporation
- a member of a local or health authority
- a member of a statutory tribunal
- a member of a housing association board of management
- a volunteer advocate for a young person, for whom the Council is acting as a corporate parent
- a member of a body appointed by central Government
- a special constable
Eligibility criteria All employees in a public duties role are eligible to request this type of leave. There is no length of service requirement.

Entitlement A Senior Manager may authorise paid time off up to a maximum of 18 working days per year to enable an employee to undertake public duties.

Additional unpaid leave may be granted by a Senior Manager if appropriate.

Provision arrangements The employee must discuss with their manager their intention to serve in one of the above roles. They must also contact their manager as soon as possible to discuss a specific time off for public duties request. Once approved, the employee is responsible for recording this leave using ESS lite.

Time off for public duties – witness The employee will be granted time off to attend court if they are a victim of crime or a witness called by the Court.

Eligibility criteria Employees must have been formally notified by a court that they are required to act as a witness.

Entitlement Employees will receive their normal pay whilst at court less the daily rate they receive for loss of earnings from the court. An employee must declare the daily rate received to ensure no overpayment is made to them.

Any allowances the employee receives for travelling or subsistence will not be deducted from pay.

Provision arrangements Employees must claim all appropriate allowances from the court.

The employee receives a ‘certificate of loss of earnings or benefits’ form from the court which they must give to their manager. The manager must part complete the form and send to the Integrated Business Centre (IBC) to enable the IBC to complete the ‘certificate of loss of earnings or benefit’ form, a cover letter and a ‘certificate of attendance’ form.
The court will sign the ‘certificate of attendance’ to confirm the amount the employee will receive for loss of earnings at the end of the jury service. The employee must return this form to the IBC for processing.

The employee is responsible for recording this leave using ESS lite. The leave must accurately reflect the time spent serving as a witness, recording any part days as appropriate.

**Jury Service**

**Definition**

Jury service is the process of a person acting as a juror in legal proceedings.

**Eligibility criteria**

Employees who are notified by a court that they are required to act as a juror must be allowed time off to do so. The OPCC can ask the employee to defer jury service once if the employee’s absence will have a serious effect on service delivery.

**Entitlement**

Employees will receive their normal pay whilst on jury service less the daily rate they receive for loss of earnings from the court. An employee must declare the daily rate received to ensure no overpayment is made to them.

Any allowances the employee receives for travelling or subsistence will not be deducted from pay.

**Provision arrangements**

Employees must claim all appropriate allowances from the court.

The employee receives a ‘certificate of loss of earnings or benefits’ form from the court which they must give to their manager. The manager must part complete the form and send to the Integrated Business Centre (IBC) to enable the IBC to complete the ‘certificate of loss of earnings or benefit’ form, a cover letter and a ‘certificate of attendance’ form.

The court will sign the ‘certificate of attendance’ to confirm the amount the employee will receive for loss of earnings at the end of the jury service. The employee must return this form to the IBC for processing.

The employee is responsible for recording this leave
using ESS lite. The leave must accurately reflect the time spent serving as a juror, recording any part days as appropriate.

<table>
<thead>
<tr>
<th>Time off for political purposes</th>
<th>With the exception of the Deputy Police &amp; Crime Commissioner all roles in the OPCC are considered as politically restricted posts, therefore employees may not have time off for political purposes as they may not remain in their OPCC post if they stand as a candidate or act as an agent in a parliamentary election.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time off to attend an interview</td>
<td>Paid time off will be granted to attend an interview for a vacancy within the OPCC.</td>
</tr>
<tr>
<td>Entitlement</td>
<td>Annual leave, flexi leave or unpaid leave must be used to attend an interview with other organisations.</td>
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<td></td>
<td>All such requests must be authorised in advance by the manager.</td>
</tr>
<tr>
<td>Time off for redundant employees</td>
<td>Employees whilst under notice of redundancy will be allowed reasonable paid time off to look for another job or arrange training.</td>
</tr>
<tr>
<td>Entitlement</td>
<td>There is no right to paid time off to attend planned doctors, dentist or hospital appointments. It is expected that employees make appointments outside of working time or at the beginning or end of the shift/working day to minimise operational disruption. Approval to attend such appointments must be provided by the line manager.</td>
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<tr>
<td></td>
<td>Appointments with the Health and Wellbeing service will be accommodated during work time, wherever possible.</td>
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<tr>
<td></td>
<td>Disabled employees may have a right to paid time off for health/medical appointments where this is agreed as a ‘reasonable adjustment’.</td>
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<tr>
<td></td>
<td>Pregnant employees are entitled to paid time off to attend ante-natal care appointments made on the advice of a registered medical practitioner, registered midwife or registered health visitor, to attend a clinic, hospital,</td>
</tr>
</tbody>
</table>
doctor's surgery or health centre. This entitlement applies irrespective of length of service or number of hours worked per week. Employees are expected to advise their line manager as far ahead as possible of appointments.

The partner of a pregnant woman is entitled to take unpaid time off to attend up to 2 ante-natal care appointments.

A primary adopter has an entitlement to paid time off to attend up to 5 pre-adoption appointments.

A secondary adopter has an entitlement to take unpaid time off work to accompany the primary adopter to up to 2 pre-adoption appointments.

Employees can request to use annual leave, flexi leave or unpaid leave to attend further pre adoption appointments or interviews with adoption agencies or solicitors or to support a mother via maternity support leave.

**Provision arrangements**

Employees must provide their line manager with notice of all health appointments, supported by written evidence when requested. All requests are subject to the agreement of the line manager.

Where the employee is entitled to paid time off for a health appointment, they must record this as a medical appointment (code 1110) using ESS lite.

Where the employee is not entitled to paid time off for a health appointment, they must record this either as unpaid leave using ESS lite or on their flexi sheet.

**Unpaid leave**

**Definition**

Unpaid leave is a short period of leave that is granted to the employee on an unpaid basis.

**Eligibility criteria**

All employees are eligible to request this type of leave. There is no length of service requirement.

**Entitlement**

A period of unpaid leave applies for up to a maximum of three months at the managers’ discretion.
There are pension implications related to periods of unpaid leave. Queries should be directed to the appropriate Pension Scheme provider.

**Provision arrangements**

The employee must contact their manager as soon as possible to discuss their request for unpaid leave. Requests will be considered by the line manager. Prior to agreeing unpaid leave it is expected that annual leave and flexi leave are used first. Once approved, the employee is responsible for recording this leave using ESS lite.

**Study and examination leave**

**Eligibility**

All employees are eligible to request study and examination leave where the study is supported by the OPCC and is relevant to the employee’s role.

The employee must have more than one year’s service except where they are employed as an Apprentice, in which case there is no length of service requirement.

All study leave must be agreed in advance with the line manager.

**Entitlement – study leave**

Employees may be granted study leave of one day per subject/ examination paper to the maximum as follows, subject to prior agreement with the line manager:

- final stages of professional qualification – 5 days leave
- intermediate/ other stages of professional qualification – 3 days leave

Employees undertaking study assessed on a continual basis will be granted leave to complete assignments on the following basis, subject to prior agreement with the manager:

BTEC qualification:
- First – 1 day per term
- National first year – 1 day per term
- National final year – 1 day per term
- Higher national first year – 1 day per term
- Higher national final year – 1 day in term 1, 2 days in terms 2 & 3
Professional qualification:
First stage – 1 day per term
Second or final stage – 1 day per term

National vocational qualification:
Level 2, 3, 4 and 5 – 1 hour per week

**Entitlement – examination leave**
Time off will be granted for examinations taken as a result of correspondence, evening or day release courses which have been approved in advance by the manager.

**Provision arrangements**
The employee must contact their manager as soon as possible to discuss their request for study leave. Once approved, the employee is responsible for recording this leave using ESS lite.

**Advocacy for children in, or on the edge of, care Entitlement**
An employee must discuss this volunteer role with their manager to obtain agreement. It is expected that a combination of annual leave, flexi time and unpaid leave is used.

**Special Constables Definition**
The Special Constabulary is the part-time, volunteer section of a statutory police force. Its officers are known as Special Constables and have identical powers to regular police officers.

**Eligibility criteria**
The nature of some occupations may make the employee unsuitable for volunteering as a special constable, i.e. where there is a significant potential for employees to abuse their powers and privileges as a special constable, either on or off duty and/or where the role of special constable would afford that person more power than was intended for the role they hold in their employment.

Employees who are in the Volunteer reserve forces (e.g. Royal Naval Reserve, Royal Marines Reserve, Territorial Army, Royal Auxiliary Air Force) are eligible to be appointed as Special constables, however their reserve commitments take precedence over their special constabulary duty.

**Entitlement**
Time off to serve as a Special constable will be treated in the same way as time off for a public duty as detailed above.
<table>
<thead>
<tr>
<th>Provision arrangements</th>
<th>Special constables must have signed Hampshire Constabulary’s conflict of interest understanding for Special constables’ form. Employees must record their time off in the same way as time off for public duties.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religious festivals</td>
<td>A religious festival is a time of special importance marked by adherents to that religion. Religious festivals are commonly celebrated on recurring cycles in a calendar year.</td>
</tr>
<tr>
<td>Definition</td>
<td></td>
</tr>
<tr>
<td>Entitlement</td>
<td>Annual leave, flexi time or unpaid leave can be requested in order to observe a religious festival.</td>
</tr>
<tr>
<td>Provision arrangements</td>
<td>Employees must discuss their requirements with their line manager at the beginning of the annual leave year and record their leave using ESS lite.</td>
</tr>
<tr>
<td>Fertility treatment</td>
<td>Fertility treatment is the application of various methods or procedures to a woman or man to increase the chances of conceiving a baby.</td>
</tr>
<tr>
<td>Definition</td>
<td></td>
</tr>
<tr>
<td>Eligibility criteria</td>
<td>All employees are eligible to request leave for this reason. There is no length of service requirement.</td>
</tr>
<tr>
<td>Entitlement</td>
<td>A reasonable amount of unpaid leave will be granted for an employee to undergo fertility treatment. Alternatively, employees may prefer to take annual leave or flexi time for this purpose.</td>
</tr>
</tbody>
</table>
| Provision arrangements | An employee who wishes to take time off work for fertility treatment must:  
  - inform their line manager once their plans to undergo fertility treatment have been confirmed  
  - provide evidence (e.g. an appointment letter) for each occasion on which time off is requested  
  - where possible appointments should be requested to ensure minimal impact on service delivery requirements  
The employee must contact their manager as soon as possible to discuss their request for time off for fertility treatment. Once approved, the employee is responsible for recording this leave using ESS lite. |
| **Adverse weather and severe and widespread travel disruption** | Adverse weather is defined as extreme weather conditions which make travel to and from work very difficult and pose a health and safety risk. Examples are;  
- severe storms  
- hurricane  
- heavy snow  
- ice  
- flooding  |
| **Severe and widespread travel disruption definition** | Severe and widespread travel disruption is defined as major accidents/ incidents, unplanned road or motorway closures or cancellation or unplanned disruption to public transport services which make it very difficult for employees to attend their normal place of work during working hours or to return home after working hours.  |
| **Eligibility criteria** | All affected employees are eligible to request leave for this reason. There is no length of service requirement.  |
| **Provision arrangements** | Managers are responsible for ensuring all essential services are maintained. Managers must make reasonable arrangements to ensure employees are able to leave work at a time that is appropriate for their safety.  

Employees who can safely reach their place of work are expected to do so. Employees who are unable to reach their normal place of work and have no safe alternative, should work at home or from a work base near to their home. Employees must provide their line manager with a contact telephone number or email address and remain contactable during working hours.  

Employees who are unable to get to work, or to work from home or another work place will be required to use flexi leave, annual leave or unpaid leave to be agreed with the line manager.  

The employee must contact their manager as soon as possible to discuss their request for time off due to adverse weather. Once approved, the employee is responsible for recording their leave using ESS lite.  |
Industrial action
Definition
Industrial action refers collectively to any measure organised by trade unions, such as a strike action or work to rule, to protest against working conditions, redundancies, etc and is intended to reduce productivity in the workplace.

Entitlement/
Deduction from pay
Employees who participate in strike action will have their pay reduced as follows:

- employees where normal pay (i.e. excluding overtime and allowances) does not vary according to the number of hours worked a deduction will be made of one fifth of a week's pay for each day that the employee is on strike (the deduction will be per day of strike action for full time employees and pro rata for part time employees -1/260th of a year's pay)

- employees where normal pay (excluding overtime and allowances) varies according to the number of hours worked then no payment will be made for the hours during which the employee is on strike

Deductions from pay will be made as soon as possible after the date of action. The deductions will not be spread over more than one wage or salary run.

Provision
arrangements
Managers must ask all employees if they intend to take strike action in order to assess the impact and to plan for cover of essential services. Managers must raise any service or business continuity concerns with their line manager.

Managers will not agree any requests for other forms of leave on the day(s) of industrial action unless authorisation was given prior to the notification of the ballots.

During industrial action, employees who are not on strike are expected to report for work in the normal way. Employees who do not report for work and have not advised their manager of an alternative reason for being absent will be considered as being on strike.

If an employee is absent from work due to sickness
before strike action commences, they will be considered as sick on the day of industrial action and retain their entitlement to statutory and contractual sick pay. Managers must request a Statement of Fitness for Work from any employee who is absent on the day of industrial action who claims this is due to sickness.

The employee is responsible for recording this leave using ESS lite, leave type ‘Industrial Action non Teachers’, as soon as possible.

**Volunteering at or observing a major sporting or other special event**

**Definition**

A major sporting event is an event hosting multiple sports or held at multiple venues with high standards of competition, international significance and media coverage. Such events take place over several days or weeks and include events such as the Football World Cup, the Olympic Games, Wimbledon or equivalent.

Other special events may include a wedding or funeral of national significance.

**Eligibility Criteria**

All employees are eligible to request this type of leave. There is no length of service requirement.

**Entitlement**

Annual leave, flexi time or unpaid leave can be requested in order to volunteer at or observe a major sporting or other special event. A maximum of 2 weeks unpaid leave can be requested to volunteer for this purpose.

**Provision arrangements**

**Volunteering**

Time off can be requested for the volunteer application process, relevant volunteer training, undertaking volunteering duties and travel in connection with the major sporting or other special event.

The employee must provide the manager with evidence of volunteering acceptance and commitments.

The OPCC will not contribute towards travel expenses incurred whilst volunteering.

**Observing**
Time off can be requested to observe the major sporting or other special event.

All requests are submitted to the employee’s manager for approval. The manager can refuse to allow requests for leave where it will cause operational difficulties. If approved, the employee is responsible for recording this leave using ESS lite.

**Related documents**

To help with the application of this policy it may be useful to read the following:
- Maternity Policy
- Paternity Policy
- Adoption Policy
- Other Family Friendly Leave Policy
- Shared Parental Leave Policy
- Managing Sickness Absence Policy
- Reasonable Adjustments Policy
- Managing Misconduct Policy
- Salary Policy
- Pension services
- [Local Government modification order](#)
- Annual leave calculator
- ESS SAP learning zone
- MSS SAP learning zone
- Hampshire Constabulary conflict of interest understanding for Special Constables form

**Support**

**Employees:**
Queries should be directed to your line manager.

A confidential Employee Support service is available on freephone **0800 030 5182** (or 0161 836 9498 if calling from a mobile) at any time. Further information is available at [http://www3.hants.gov.uk/employee-support](http://www3.hants.gov.uk/employee-support)

Your trade union or professional association may be able to provide you with additional support.

**Managers:**
Further information is available in the Managers’ How to Guide – Annual Leave and Time Off.
Advice on remaining queries can be directed to HR Operations.

## Policy Governance

<table>
<thead>
<tr>
<th>Hantsfile reference:</th>
<th>11688554</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date policy shared with trade unions:</td>
<td>October – December 2013</td>
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</tbody>
</table>
| Date of publication: | V1 – November 2014  
V2 – May 2015  
V3 – April 2016 |
| Planned review date: | 3 years or sooner if required |
| Owner: | HR Operations |

Employees of non Office of the Police and Crime Commissioner bodies are excluded from this policy and should refer to their own employer’s policies and procedures.
Appendix 1

Annual leave year

The annual leave year runs from 1 April to 31 March.

Annual leave entitlement - OPCC

The annual leave entitlement for full time employees is outlined below;

<table>
<thead>
<tr>
<th>Grade</th>
<th>Entry</th>
<th>5 yrs</th>
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</thead>
<tbody>
<tr>
<td>A-D</td>
<td>24 days 177.6 hours</td>
<td>27 days 199.8 hours</td>
</tr>
<tr>
<td>E-G</td>
<td>25 days 185 hours</td>
<td>28 days 207.2 hours</td>
</tr>
<tr>
<td>H+</td>
<td>26 days 192.4 hours</td>
<td>30 days 222 hours</td>
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</table>

Annual leave entitlement – Hampshire Constabulary

<table>
<thead>
<tr>
<th>Salary Scale Point</th>
<th>Scale/Grade</th>
<th>Initial</th>
<th>After 5 years service</th>
<th>After 20 years service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to point 9</td>
<td>1 &amp; 2</td>
<td>22</td>
<td>27</td>
<td>30</td>
</tr>
<tr>
<td>10-17</td>
<td>3 &amp; 4</td>
<td>23</td>
<td>27</td>
<td>30</td>
</tr>
<tr>
<td>18-30</td>
<td>5, 6, SO1, SO2 &amp; PO1*</td>
<td>24</td>
<td>27</td>
<td>30</td>
</tr>
<tr>
<td>31-35</td>
<td>PO1, PO2 &amp; PO3*</td>
<td>25</td>
<td>28</td>
<td>31</td>
</tr>
<tr>
<td>36-37</td>
<td>PO3*</td>
<td>26</td>
<td>29</td>
<td>32</td>
</tr>
<tr>
<td></td>
<td>HMG <code>A’ to </code>G’</td>
<td>27</td>
<td>30</td>
<td>33</td>
</tr>
</tbody>
</table>

* The table above only applies to staff who will reach or have reached 20 years of service by 31 March 2017.