

Part Time Working

Remuneration advice

Part time working can be a useful option for many officers who need or want a better work/life balance at certain times in their career. It can also be a useful option for forces to help them meet the changing demands of policing. The Police Federation of England and Wales has produced this guide to the remuneration of officers who work part time in accordance with police regulations and determinations.

Pay

Officers who work part time are paid an hourly rate pro rata to the salary they would receive if they were full time. Officers who work full time are paid an annual salary for 40 hours duty per week.

Pay for additional hours worked/overtime

If part time officers work more than their agreed hours on a working day, then providing they have worked less than 40 hours in total for that week, compensation for those additional hours is paid or taken off at plain time. The first half hour is not discounted from the additional hours worked because this is not classed as overtime. Any additional hours worked, up to a maximum of 40 hours a week, are pensionable if they are taken for payment. Alternatively, the officer may elect to take time off in lieu of any additional hours worked. PNB circular 2014/6 provides guidance on the payments and allowances that forces should include when calculating pay for additional hours worked. Only additional hours worked by constables and sergeants over 40 hours per week attract overtime.

Duty rosters

A duty roster for an officer who works part time will comprise of duty days, free days, rest days and public holidays.

- A duty day is when the officer will be performing their duties.
 - A free day is when it has been agreed that the officer will not work and is defined as not being a duty day, a public holiday or a rostered rest day.
 - A rest day is defined as neither a duty day nor a free day.
- All officers are entitled to rest days at the rate of two per week.
- A public holiday occurs on Christmas Day, 26th December, New Year's Day, Easter Monday and any other bank holiday dates.

Annual leave

All officers are entitled to a number of annual leave days commensurate with their length of service, each day having the value of 8 hours paid leave. However, in the case of officers who work part time, each day will have a pro-rata value according to their agreed hours of duty. For example, if an officer performs 20 hours duty per week they will be entitled to 4 hours paid leave for each annual leave day, giving a total number of annual leave hours for the year that is half the entitlement of an equivalent full time officer; if entitlements are provided in hours.

Public Holidays

All officers are entitled to a day's paid leave on each public holiday subject to the exigencies of duty. However, in the case of officers who work part time each day will have a pro-rata value according to their agreed hours of duty, for example: -

- If an officer works 20hrs per week (50%) they are entitled to 4hrs paid leave for each public holiday.
- If a part time officer works 32hrs per week (80%) they are entitled to 6.4hrs paid leave for each public holiday

Free day on a public holiday

If an officer's free day falls on a public holiday, the day is treated as a public holiday and the officer is entitled to their pro rata hours of paid public holiday leave.



Duty day on a public holiday

An officer who works part time and who performs duty on a public holiday receives the appropriate rate of pay for the hours of duty they perform.

- If the officer is required to work a public holiday with 8 or more days' notice, compensation will be double time only.
- If the officer receives less than 8 days' notice, compensation will be double time and a day off which is treated as a public holiday.

If an officer is required to perform duty on public holiday or is recalled to duty on a public holiday they will receive compensation for a minimum of 4 hours (even if the officer performs less than 4 hours).

Inspectors and Chief Inspectors who perform duty on a public holiday will receive a day for a day within 12 months.

If an officer who works part time is rostered for duty on a public holiday and they take the day off, it may be necessary to adjust the hours that they need to work on days that are not public holidays if there is a difference between the pro-rata hours of paid leave they receive for the public holiday and the number of hours for which they would usually be rostered for duty.

Rest day on a public holiday

If a public holiday falls on a rest day all officers are entitled to have their rest day re-rostered to another duty day.

If an officer who works part time has the rest day re-rostered, and takes the day off as a public holiday, they are entitled to the pro-rata hours of paid leave they receive for a public holiday.

Rest day working

All officers are compensated in exactly the same way for rest day working:

- if an officer receives 15 or more days' notice the rest day should be reallocated within 4 days of it being cancelled;
- if an officer receives less than 15 days' notice then they should be paid at the appropriate allowance of time and one half for rest day working, or they may elect to take the time off in lieu of payment.

Free day working

When an officer is required to perform duty on a free day it attracts the following compensation:

If the duty is one that only that officer can perform (e.g. attendance at court) and:

- the officer receives 15 or more days' notice, the free day should be reallocated within 4 days of it being cancelled;

- the officer receives less than 15 days' notice then the additional hours should be paid at plain time or alternatively taken as time off equal to the duty time worked.

If the duty is one that can be performed by any officer (e.g. operational policing) and:

- the officer receives 15 or more days' notice, the free day should be reallocated within 4 days of it being cancelled;
- the officer receives less than 15 days' notice they should be paid at the appropriate rate for rest day working (time and a half)

If an officer is required to perform a duty on free day or recalled to duty on a free day they will receive compensation for a minimum of 4 hours (even if the officer performs duty for less than 4 hours).

If part-time Inspectors and Chief Inspectors are required to perform duty on a free day they are entitled to be paid at plain time for any hours worked above the agreed hours up to 40 hours per week.

Recall to duty

All officers may be recalled to duty at any time. Forces should make every effort to avoid recalling officers on their free days or rest days particularly when they fall within a period of leave. All officers are entitled to additional days off in lieu in the event of being recalled to duty from a period of absence of at least 3 days, of which one day must be a day of annual leave, and the other two days may be rest days or public holidays. For part-time officers, the 3 day period can include free days in addition to annual leave, rest days and public holidays. PNB circular 2014/8 details an agreement which provides that in a period of absence of at least 5 days, one of which must be a day of annual leave, where an officer is required to work on a rest day or a free day that day shall be compensated as if it were a day of annual leave.

Allowances

A full time officer appointed prior to 1st September 1994 is entitled under his/her terms and conditions of service to be provided with a house or quarters free of rent, or to be paid a housing or transitional rent allowance.

Officers in receipt of housing/transitional rent allowance who commence part time working should be paid the allowance pro rata and on returning to full time working should receive the full allowance.

A partner/spouse of an officer who works part time, who is also a serving police officer in receipt of housing/rent allowance and who resides with the officer who works part time, is entitled to an increase in their housing/rent allowance to compensate for the pro rata reduction in the allowance.

An officer who works part time will receive pro rata London and South East Allowance.

An officer who works part time should receive pro rata payment of an allowance only if the expense for which the allowance is paid reduces with the reduction to part time hours.



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