



OFFICIAL

Policy Title:

Abstraction and Annual Leave Policy for Police Officers

Date Published: **October 25**

Business Lead: **Tasking & Resilience**

CCMT sponsor: **ACC Local Policing**

1.0 About this Policy

1.1 Rationale

The management of abstractions through efficient duty planning are essential for the Force to make the most effective use of its people. This policy recognises the unique status of annual leave as an abstraction in so far as it is an individual's right to take annual leave; it also acknowledges that the Force has a requirement to ensure that resilience is maintained whilst allowing for other abstractions.

1.2 Legislation/National Standards

Police Regulations 2003 and supporting Determinations (as amended), the Working Time Regulations 1998

1.3 Intention

To provide Force-wide policy guidelines for managing abstractions whilst maintaining Force resilience

1.4 General Principles

This policy applies to Constables, Sergeants, Inspectors and Chief Inspectors. Annual leave for higher ranks will be by local arrangement. Police staff are not within the scope of this policy. For the purposes of this policy, "abstractions" include all of the absences from work listed in the related guidelines.

2.0 Statement of Policy

2.1 The annual leave entitlement of all Police Officers will be in accordance with Police Regulations.

2.2 The management of these entitlements shall be subject to this policy and the guidelines herein

2.3 The annual leave year for all officers will start on the 1 April and finish on the 31 March.

2.4 During peak periods such as school holidays and the Christmas and New year period, Annual Leave will be subject to certain restrictions in order to maintain fairness and equity in time off (see Guidelines).

2.5 Except in certain specified circumstances (see Guidelines), individual Officers have a responsibility to book all of their Annual Leave entitlement within the year it is granted.

2.6 Supervisors, Managers, Senior Managers and the Police Federation have a responsibility to encourage officers to book annual leave as early as possible and to take their full allocation of annual leave within the leave year.

2.7 In the case of any dispute or appeal relating to Annual Leave, the final arbiter shall be the Head of Resource Management. In particular, when reviewing any appeal or refusal of Leave, their decision shall be binding and final. The procedure for appeals is contained within the Guidelines

2.8 For the purposes of this policy, annual leave (and officers' nominations to move Bank Holidays) will fall into one of two categories:

2.8.1 **Long notice applications;** where the start of the proposed annual leave or the date the bank holiday is requested to be re-allocated to is more than four and up to the maximum notice of 15 calendar months away.

In this case, subject to exigencies of service, up to 20% of Officers will have their Annual Leave applications approved. This decision will be based on the established number of personnel in the relevant Leave Group.

2.8.2 **Short notice applications;** where the start of the proposed leave period (or date(s) for the reallocation of a bank holiday) is within the following four calendar months i.e. within the period for

which the Duty Roster is deemed to be published, in accordance with Police Regulations.

In this case, up to 25% of officers in each annual leave group can be abstracted using annual leave or other time off, unless this would breach operational resilience levels.

2.8.3 If an officer's posting is changing and they wish to book annual leave on dates which will fall within the new posting, the annual leave arrangements must be agreed with the Resource Management Unit for the new posting. Any leave authorised prior to the posting being known will be honoured.

2.9 These limits are general guidelines. Resource Managers retain the flexibility to approve annual leave in exceptional circumstances outside these limits. Decisions will be taken based on the actual numbers of officers on the relevant team.

3.0 Human Rights Articles Engaged

Article 8 protects the right to respect for private and family life

4.0 Health and Safety at Work

4.1 The Working Time Regulations (WTR) contain specific legislation relating to time off, Annual Leave and rest breaks. Any provision in the WTR that is a lesser entitlement than such provided by Police Regulations shall be superseded by Police Regulations and vice-versa.

4.2 Unlawful breach of the entitlements in either Regulations is a potential Health and Safety risk.

5.0 Communications, Challenges and Representations

5.1 Communication

The policy will be published on the Policies and Procedures Knowzone intranet page and external website.

5.2 Challenges and representation

Challenges and representation Head of Resource Management Tasking and Resilience Thames Valley Police Headquarters South Oxford Road OX5 2NX

6.0 Review Date

2nd October 2028

7.0 Related Guidance

None

8.0 Freedom of information

Suitable for publication.

9.0 Government Security Classification Policy

Official

10.0 Relevant Supporting information

None