



Heddlu Police

**DYFED-POWYS**

# ***Annual Leave – Police Staff Procedure***

<b>Summary:</b>	<i>Procedural guidance for managers and police staff for annual leave</i>
<b>Related policies:</b>	<i>Dyfed-Powys Police Annual Leave – Police Staff Policy</i>
<b>Procedure Number:</b>	<i>008/2025</i>
<b>Version control:</b>	<i>Version: 2.1 Date: October 2025 Author: Senior Manager Succession Planning and Reward, People and OD Rationale: procedure document created <a href="#">Full Version Control</a></i>
<b>Date implemented:</b>	<i>October 2025</i>
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<b>Owner/contact:</b>	<i>Owner: People and Organisational Development</i>
<b>Approval</b>	<i>Joint Negotiating Consultative Committee (JNCC) Date: 7 October 2025</i>
<b>Welsh translation?</b>	<i>No</i>
<b>Suitable for publication?</b>	<i>Yes <a href="#">FOI Information</a></i>



## Annual Leave – Police Staff Procedure

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### 1. Annual Leave Entitlement

Annual Leave will be accrued based on each calendar month of service for full time and part time workers during individual leave years.

### 2. Continuous Service

From 0 to 5 years – 24 days or (177.7 hours) annual leave entitlement

5 years – 10 years - 29 days or (214.6 hours) annual leave entitlement

10 years and over – 32 days (236.8 hours) annual leave entitlement

### 3. Shift Workers, Part Time Workers and Casual Workers

Staff who work longer shifts than a usual 7.4 hour day (37/5) will be allocated annual leave time in hours based on annual entitlement. Leave will only be taken in periods of half or complete shifts.

Part Time police staff workers are entitled to a pro rata full time annual entitlement based on fraction of a full time worked.

Casual Staff will accrue annual leave entitlement based on the hours worked; this will be claimed as detailed in the current Pay and Conditions of Service Handbook, Section 12.

### 4. Calculated Formula for Annual Leave

Example:

Employee A works 29.6 hours per week and they have 4 years' service.

Their annual entitlement to leave on a full-time basis would be 24 days. As they work part time this is converted pro-rata as:

Full time equivalent days x part time hours worked / 37 hours

$24 \times 29.6 / 37 = 19.2$  days As there are 7.4 hours in a full-time working day the equivalent number of hours is



$19.2 * 7.4 = 142.08$ , or 142 hours 4.8 minutes, rounded up to nearest minute is 142 hours 5 mins

## 5. Planning and Requesting Annual Leave

Annual leave is the opportunity to take rest from work. It is therefore good practice for annual leave to be spread throughout the leave year. The annual leave year, as defined by the current Pay & Conditions of Service Handbook, will commence at the beginning of the month in which the employee commenced employment.

Being cognisant of the updated local Conditions of Service 2017, there is an increased emphasis on the employer publishing rest day patterns and shifts well in advance. There is a requirement to avoid changing rotas unless there are exigencies of duties. As a consequence, it is in the interest of the organisation and staff that all abstractions and planned annual leave are accounted for well in advance of publishing rotas.

To allow adequate preparation for planning and maintenance of staffing levels, it is reasonable for line managers to request staff to submit annual leave requests 12 months in advance. Annual Leave requests made at shorter notice may be declined if managers do not feel suitable staffing levels will be met. Line managers should ensure they approve or decline requests for annual leave within 4 weeks of the date the request was submitted.

Managers should decide how many staff could be away at any one time, in number and by grade or role, depending on the needs of the service. This will vary within different business areas according to the operational requirements (as specified by senior management), the staff in post / role and abstraction constraints.

The number of staff allowed on leave at any one time will possibly vary throughout the year in relation to other leave being take and due to any seasonable variations in activity. Staff should therefore familiarise themselves with any such local requirements.

Where there are conflicting annual leave requests, managers should negotiate with their staff to achieve an acceptable solution. The reason for leave requests could form part of the decision-making process when prioritising requests. Managers should notify individuals of reasons for not authorising leave requests and record any decisions made.

Staff should expect all incidents of sickness absence that coincide with periods of refused leave to be investigated by their line manager. Staff are reminded that false declaration of sickness absence may be subject to disciplinary action.



## **6. Applying for Annual Leave and the Authorisation Process**

The Duty Management System (DMS) should be used for the request and authorisation of annual leave.

Annual leave is not guaranteed unless abstraction levels have been reviewed and the leave has been authorised and agreed by appropriate Line Management. In order to avoid disappointment, staff should not make holiday arrangements until their leave has been authorised.

Leave taken without proper authorisation will be regarded as unauthorised absence. Pay, equivalent to the time spent absent, will be deducted in such circumstances and staff may be subject to disciplinary action. Absences of this nature must be recorded using DMS.

## **7. Cancellation of Booked Annual Leave by Staff**

Staff cancelling booked leave, particularly at short notice, can lead to difficulties in the organisation of staff. The Line Manager may require a written request for the cancellation of leave if the request would be considered in relation to staffing and service provision. The request may be refused if circumstances dictate. Managers should record the reasons for refusing the request to cancel annual leave.

## **8. Cancellation of Booked Annual Leave by the Organisation (Recall to Duty)**

Where it is operationally necessary to recall staff from annual leave the leave they have been unable to take will be cancelled and taken at a later date. This will only occur where exigencies of duty are met. The current Pay & Conditions of Service handbook, section 11 entitled – Recall to duty from leave refers.

The term 'exigencies of duty' is defined as situations of exceptional organisational demand, where a pressing staff requirement arises which could not be reasonably anticipated. It is not possible to produce an exhaustive list of all the potential reasons which might necessitate such changes. However, by way of example, changes to scheduled duties would be justified by unforeseen public order situations, major disasters, extraordinary levels of sickness and other non-planned events which impact on levels of necessary staffing to maintain public safety.



Repeating events where policing demand can be foreseen in advance, such as New Years' Eve, Halloween, Bonfire Night etc., or large-scale events and religious festivals which are known about well in advance do not qualify as exigencies of duty.

The underlying principle is that where events are foreseeable in advance, it is reasonable for staff to have their working patterns planned with good notice.

### **9. Carry over of Annual Leave**

The entitlement for carry over is a maximum of 5 days.(pro-rata for part time staff). The pro-rata calculation is as detailed in Section 4 of this document. Such carry overs of annual leave will be automatically authorised and applied at the end of each leave year to the following leave year, should they not have exhausted all their leave entitlement. The carry over of annual leave should be regularly reviewed by the Head of Department to ensure adequate rest periods are taken from work to maximise staff wellbeing.

Staff will only be entitled to carry over the minimum statutory entitlement to annual leave (being 20 days) where sickness absence or suspension has prevented leave from being taken.

In addition, where staff's sickness absence overlaps leave years, accrual of annual leave will be limited to current leave year plus the previous leave year only (2 years). On return-to-work staff will be given a reasonable period of time to use the outstanding leave accrued.

Sickness Absence on a Public Holiday means that holiday is forfeit; there is no entitlement for a reallocated public holiday.

### **10. Bringing Forward Leave from the Next Year**

With the agreement of the Head of Department, staff are permitted to use a maximum of 5 days leave from the following leave year's entitlement. Staff can only make this request if all annual leave entitlement for the current leave year has been exhausted.

Line Managers are responsible for maintaining records of the reduction in annual leave for the following leave year entitlement.

Annual leave requests made by staff attempting to exhaust the current leave year's entitlement will take priority over staff attempting to bring forward annual leave.



### **11. Late Return from Annual Leave**

If for any reason, staff will be late returning from annual leave they must contact their Line Manager and notify their late return as soon as possible. Failure to do so may render staff liable to disciplinary action for unauthorised absence. In the event of a delayed return staff will be expected to take the extra time away from work as an agreed form of leave.

### **12. Sickness whilst on Annual Leave**

Staff will continue to accrue annual leave entitlement whilst off sick.

If absent from work due to sickness or injury before the start of a period of scheduled annual leave, staff may cancel the annual leave on submission of a request to the line manager. The annual leave may be rearranged on the submission of a request to the line manager in the usual way.

If while on annual leave staff become ill or suffer an injury that results in them being unfit to attend work, they may on submission of a 'statement of fitness' to the line manager request the period of annual leave, covered by the statement of fitness be returned. Only the period of leave covered by the statement of fitness will be returned.

If away from home on holiday evidence of illness or injury must be sought at the time and not at the point of return from holiday. This is because doctors should not provide back dated statements of fitness. A medical certificate issued abroad should be in English or accompanied by a translation in order to be valid.

Leave returned must be taken within the current leave year where practicable, carry forward is a last resort and subject to the maximum described above.

### **13. Maximum Period of Annual Leave**

The maximum period of annual leave that can be taken is 10 continuous working days, excluding rest days, non-working days and bank holidays.

Should staff wish to apply for an extended period of leave, over and above 10 annual leave days, they must submit a written application, to be authorised by the Head of Department.



#### 14. Internal Transfers and Change of Position

Where staff transfer internally e.g., promotion, change of station/position wherever practicable their existing leave allocation will be honoured. However, in exceptional cases where exigencies of duty apply the force has the right to require the initial leave allocation to be changed. (As defined in the current Pay and Conditions of Service Handbook).

#### 15. Annual Leave and Maternity, Paternity, Adoption Entitlement

Please refer to the Maternity, Paternity and Adoption Leave policy.

#### 16. Annual Leave as part of Termination of Service and During Notice Period

Staff leaving Dyfed-Powys Police will be entitled to 1/12 of their annual leave entitlement for each completed month of service. Staff are required to take all leave prior to leaving their service.

For example, a member of staff with 6 years' service resigns on the 1st August (They have 4 completed months into the annual leave year).

They are entitled to 25 days annual leave for the year, divided by 12 months – 2.08 days per month, for 4 months this equates to an entitlement of 8.32 days.

If on the date of leaving, staff have taken more than their entitlement to annual leave the value of the excess leave will be deducted from their final salary.

In cases of resignation, staff must use all their leave entitlement prior to leaving the organisation. **Outstanding entitlement will not be paid.**

If a member of staff leaves Dyfed-Powys Police by reason of sickness, then any outstanding leave will be paid up to the statutory limit of 20 days per annum calculated pro rate as described above.

#### 17. Payment of Annual Leave during Service

There may be occasions, for example when an individual is on long term sickness absence and has triggered the half or no pay provision. The force may, following a Health



Management Board meeting (HMAB) decision pay an individual any accrued annual leave entitlement.

### 18. Additional Time Off for Reservists undertaking Military Training

Provided that exigencies of duty permit (As defined in Police Staff Terms and Conditions), and other staff are not unduly inconvenienced, annual leave periods and/or rest days may be adjusted to enable staff concerned to meet their volunteer training commitments including attending annual camps.

In addition, special leave with pay can be granted up to the maximum entitlements detailed below to enable staff to attend annual camps for specific training.

<b>Length of Service(yrs)</b>	<b>Annual Leave Entitlement</b>	<b>Additional Special Leave</b>
0 to 5 years	24 days	8 days
5 to 10 years	29 days	3 days
10 years and over	32 days	0 days

### Freedom of Information Act 2000

Section 19 of the Freedom of Information Act 2000 places a requirement upon the Force to publish procedures, where suitable to do so. Policies are why we do things and procedures are how we do them. A case-by-case review of procedures must be undertaken to protect law enforcement and health and safety considerations. Where a combined policy and procedure document is being produced the Force is legally required to publish the policy section and assess the procedure part to ensure no sensitive information is published. Generally the default position shall be that a policy and accompanying procedure document will be produced separately.

There is a requirement therefore to review this document to establish its suitability for publication. Please identify below whether the document is suitable for publication in its entirety or not. Where it is believed that disclosure will be harmful please articulate the harm that publication would cause and highlight the relevant sections within the document. Where



it is perceived that there is harm in disclosure, the document should be forwarded to the Disclosure Unit for review.

**Suitability for publication**

Suitability for publication	Yes/No	Date	Signature
Document is suitable for publication in its entirety	Yes	September 2025	D Davies
Document is suitable for publication in part. I have identified those sections which I believe are not suitable for disclosure and have articulated below the harm which would be caused by publication.			

**Outline of harm in publication, if applicable:**

**FOI review – to be completed by Disclosure Unit**

(Only required if author believes there is any harm in disclosure)

Suitability for publication	Yes/No	Date	FOI Decision Maker
Document is suitable for publication in its entirety			
Document is suitable for disclosure in part and relevant redactions have been applied. A public facing version has been created.			

Once review has been undertaken, the FOI Disclosure Officer will return document to author and following sign-off, the document should be published within the Force Publication Scheme. Any future changes to the document should be brought to the attention of the Disclosure Unit, as appropriate.

**Full Version Control**

Version	Date	Author	Rationale
1.0	March 2025	Head of HR Service	First Version
2.0	September 2025	Senior Manger Succession	Review of Policy was due and to align certain parts of



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Version	Date	Author	Rationale
		Planning and Reward	the policy with changes made to Police Officer Annual Leave Policy where appropriate.
2.1	October 2025	HR Manager	Additional wording at Section 5 re line managers obligation for approved/declined annual leave