

PNB Circular 2018/01 (Advisory)

POLICE NEGOTIATING BOARD

Independent Secretary:
Gordon Smith
Scottish Government
GWR, St Andrew's House
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POLICE NEGOTIATING BOARD AGREEMENT

1. The Official and Staff Sides of the PNB have reached agreement on the provision of Annual Leave entitlement in hours. Details are set out in the attached memorandum.
2. This PNB Circular remains advisory until specific approval from Scottish Ministers has been given and does not confer authority* to implement the agreement. Once approval has been given, it will be communicated in a Scottish Government circular. In due course the relevant Minister will make formal determinations.
3. Any enquiries about this circular should be addressed to the Independent Secretariat at the Scottish Government ☎ 0131 244 5048, to the Official Side Secretary ☎ 020 7187 7341 or the Staff Side Secretary ☎ 0300 303 0027. Enquiries to the Independent Secretariat relating to the interpretation of this circular should be made in writing.

12 July 2018

* PNB Circulars form a single numerical series. Those which in themselves provide authority to implement an agreement carry the serial number alone, while those which are purely advisory are designated as such after the serial number.

MEMORANDUM

Annual Leave in Hours

The Official and Staff Sides of the PNB have reached agreement on the provision of Annual Leave entitlement in hours:

- Annual leave entitlement will be provided in hours rather than days;
- Hours of annual leave shall be determined by multiplying the number of qualifying days of leave in any year by 8;
- Annual leave can only be taken in half or full days;
- The number of half days is restricted to 3 days (6 half days) in any leave year;
- A half day is at least 4 hours of working (in line with the current regulations) and when half a day's leave is taken it will count as an annual leave day for the purposes of defining an annual leave period;
- Where an officer has an untaken balance of leave which equates to less than half a day of leave, it shall be carried over into the entitlement for the following leave year;
- None of the above will affect the regulatory provisions within paragraph 2 of Annex 12 under Regulation 25 of the Police Service of Scotland Regulations 2013 for a constable of the Police Service of Scotland who is appointed to, is promoted in, or retires from the Police Service of Scotland or completes such number of years' relevant service as will entitle the constable to an increased period of annual leave. In such circumstance the constable's annual leave is to be calculated at the rate of a twelfth of the period of annual leave appropriate to the rank held by the constable for each complete month of service in that rank in the leave year in question, with a fraction of a day being reckoned as a day.