

# Know your rights - No.2

## Annual Leave

### HOW MUCH ANNUAL LEAVE?

Annual Leave entitlement (expressed in days and hours equivalent) for all Federated ranks is:

Length of Police Service

Annual Leave Entitlement

	Days	Hours equivalent
Less than 2 years' service	22	176
2 or more years' service	25	200
10 or more years' service	27	216
15 or more years' service	28	224
20 or more years' service	30	240

Whereas the entitlement is expressed in days, if you are working a VSA, you are entitled to the equivalent entitlement of those not working on a VSA, and this is often granted in hours.

If you work part time, you are entitled to the same number of annual leave days as a full time officer. However each day will have a pro-rata value according to your agreed hours of duty.

### Working on Annual Leave

Where you are recalled (e.g. to attend court or for some other operational requirement) from, or where you are otherwise required to work during a scheduled period of absence from duty, which includes at least one day of annual leave, you are entitled to receive compensation as detailed below.

**A:** If recalled or required to work where the scheduled period of absence from duty is of one or two days:

**where recalled on an annual leave day, you are entitled to another day of annual leave.**

**B:** If recalled or required to work during any scheduled period of absence from duty of 3 or more days where at least one day is an annual leave day and the other days are rostered rest days, days taken as time off in lieu (TOIL days) of overtime worked, public holidays, or free days (or days taken in lieu of such): where the day of recall is either a day of annual leave or TOIL day, you have a choice as to how to take compensation for being recalled to duty on that day or those days.

The table below summarises the leave and pay available as compensation:

	Number of Days Recalled or otherwise being required to work	Entitlement
	1	2 days leave OR 1 days leave plus 1 days pay at double time payment
	2	4 days leave ( each 2 days may be exchanged for 1 days leave plus one day's pay at double time)
	3	5 ½ days leave***
	4	7 days leave***
	5	8 ½ days leave***

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\*\*\* In respect of the first 2 days of recall (or otherwise being required to work), the entitlement is 4 days' leave, and each 2 days may be exchanged for 1 days leave plus one day's pay at double time. After the first 2 days of recall (or otherwise being required to work), any additional days will receive either an additional 1 ½ days leave OR 1 days leave plus ½ days pay at double time payment.

### Example

Member has absence of 7 days comprising 5 days annual leave followed by 2 rest days. The member is recalled for 4 annual leave days and 1 rest day.

The member is, for the 4 days annual leave worked, entitled to:

Either 7 days annual leave;
or 6 1/2 days annual leave plus 1/2 days pay at double time;
or 6 days leave plus 1 days' pay at double time;
or 5 days leave plus 2 days' pay at double time;
Or 4 days annual leave plus 3 days pay at double time.

For the rest day worked, the member is entitled to normal rest day working compensation.

**NB. It is your choice what compensation you wish to receive, provided it is in accordance with your terms and conditions.**

If you have any difficulty in claiming your entitlements please contact your local Police Federation representative or Joint Branch Board office in the first instance.

Please note that the above is a guidance only and is not intended to address all eventualities.



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