



British Summer Time: Additional Hour / Reduction of Hour Policy (456/2025)

Abstract

This policy details how Sussex Police will manage the additional hour / reduction of hour for police officers and police staff as a result of the change to and from British Summer Time (BST). Any queries regarding this policy should be directed to the People Resolution Centre in the first instance.

Policy

1. Introduction

1.1 This policy was introduced to clarify the Force position for police officers and police staff who are required to either work an extra hour or work an hour less as a result of the change to and from British Summer Time (BST).

2. Scope

2.1 This policy explains how the extra hour either worked or lost arising from the change to and from BST will be managed in Force.

3. Policy Statement

3.1 Policies and associated guidance should inform decision making which should consider organisational values, professional judgement (on the context and circumstances of each situation) and 'policing principles'. Decisions and subsequent action taken should be proportionate, legitimate and ethical as informed by the National Decision Model (NDM).

Procedure

1. Introduction

1.1 British Summer Time causes two issues: an additional hour worked during the shift when the clocks go 'back' and, a reduction of one hour for the shift during the period when the clocks go 'forward'.

2. The 'Additional' Hour

2.1 For Sergeants and below, and police staff up to Pay Grade 10:

When working a shift that includes the extra hour due to the clocks going back, one hour of paid overtime may be claimed. Time off in lieu (TOIL) is not applicable. For police staff, overtime will be paid in line with the Unsocial Hours Policy: Remuneration for working Unsocial Hours (Shifts and Weekends), Overtime, Temporary Duty and Public (Bank)

Holidays - Police Staff (426) and for police officers in accordance with Police Regulations.

For Inspectors and above, and police staff at Pay Grade 11 and above:

When working a shift that includes the extra hour due to the clocks going back, one hour should be claimed as time. Part-time workers may alternatively claim one hour of flat-rate overtime if their full-time equivalent hours have not been met.

3. The 'Lost' Hour

3.1 For all police staff and police officers that work on the shift covering the period when the clocks go 'forward', there will be no need to account for the 'lost' hour.

4. Employment Data

4.1 Sussex Police collect and process personal data relating to police officers and police staff to manage the employment relationship. It is important that individuals understand how that data is collected and used in order to meet the Force's data protection obligations. Further details can be located on the intranet by searching for 'Employment Data Privacy Notice'.

Team: People Services