



Unsocial Hours Policy: Remuneration for working Unsocial Hours (Shifts and Weekends), Overtime, Temporary Duty and Public (Bank) Holidays - Police Staff (426/2026)

Abstract

This overarching remuneration policy details the arrangements for and allowances that will be paid to police staff employees for working Overtime, Shifts, Unsocial Hours, Public (bank) Holidays or Temporary Duty and Overnight (away from home). Any queries regarding this policy should be directed to the People Resolution Centre in the first instance.

Policy

1. Introduction

1.1 Sussex Police values the commitment of its police staff to work different types of duties and shifts in order to support the needs of the organisation.

1.2 This policy details the remuneration payable to police staff when their contracted hours of employment justify an additional payment.

2. Scope

2.1 This policy and supporting procedures / documents set out the agreed approach to arrangements and allowances applicable to police staff employees for:

- Overtime, including public (bank) holidays and weekends;
- Shift Working;
- Unsocial hours (shifts and weekends);
- Public (bank) holidays;
- Temporary Duty;
- Overnight (away from home).

It does not cover remuneration for police staff employees who are required to work in support of a Casualty Bureau. Please refer to Casualty Bureau Terms and Conditions Police Staff Policy (425).

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. General information

1.1 Roles for police staff are wide and varied. This means a number of different duties and shift patterns are worked which automatically attract certain allowances which are incorporated into the employee's contract.

1.2 This policy, with the exception of the sections relating to overtime and temporary duty allowance which apply to all police staff, defines the levels of remuneration to be paid to those employees whose normal working hours fall outside Monday - Friday: 0700 - 1900 and who are not working under the Flexitime arrangements. Where employees are subject to the Standby and Call-Out Agreement, any hours spent on standby and call out or any other irregular overtime will not be deemed working hours for the purposes of calculating these allowances.

1.3 All overtime and allowances will be calculated on the individual's base salary.

1.4 Wherever possible the Chief Constable discourages changes to individual shifts and/or attendance at work outside of the employee's standard hours. However, sometimes change is necessary for sound operational or managerial reasons. In these situations, providing notice in accordance with the local agreement on changes to shift has been given and if the number of shift days per annum is not exceeded, no additional payment will be made.

1.5 The normal working day is midnight to midnight for both operational overtime and allowance payment. Daily and weekly times are as directed by rotas agreed with Managers. The standard working week will be 37 hours not including unpaid meal breaks and the standard working day will be assumed to be 7.4 hours (7 hours 24 minutes) unless expressly stated otherwise.

1.6 The standard day is 12 midnight to 12 midnight. However, for all police staff the day the shift starts will dictate the application of overtime rates and enhanced payments. This includes where an employee works on from a standard shift into a day which will attract a higher overtime or enhanced rate.

1.7 It is a principle of this agreement that police staff will continue to receive payment of allowances for shift and weekend working during periods of:

- Annual Leave (whether taken daily or hourly);
- Compassionate Leave;

- Maternity / Adoption / Shared Parental / Neonatal Care Leave - Allowances are paid in line with Occupational Pay so when Occupational pay reduces to half or nil pay all allowances will reduce by the same proportion at the same time;
- Parenting Partner (paternity / support) Leave (but not unpaid leave);
- Time off in lieu;
- Rest day in lieu;
- Training and Force sponsored courses;
- Sickness (whether certified or not) – Allowances are paid in line with base salary so if sickness becomes extended and base salary reduces to half or nil pay then all allowances will reduce by the same proportion at the same time;
- Attachments and Secondments (where the Force benefits).

NB: Attachments and Secondments are usually for defined non-recurring reasons, generally involving a relatively short and specified period of time. Where this cannot be complied with contact should be made with the People Resolution Centre.

2. Overtime

2.1 Police staff may be asked to work beyond their normal hours due to exigencies of duty. Any requirements will be made with regard to personal circumstances and accommodated where possible. However, if the need to work additional hours cannot be reasonably avoided, police staff will be expected to comply with requests of this nature unless specified within individual contracts. Line managers should be clear when overtime is offered if it is on a paid overtime basis or if time off could be taken instead.

2.2 Where an employee with prior agreement works on from a scheduled period of duty or, works beyond a period(s) of split duty, this will be considered overtime.

2.3 All overtime is calculated on base salary only.

2.4 Employees up to and including Grade 10 are entitled to be paid for overtime. Heads of Department / Divisional Commanders will also consider paying overtime on a discretionary basis to employees on Grade 11 or above with the exception of operational police staff in receipt of Standby allowance, who when called out, recalled to duty, or working on from a normal day on an operational commitment, will be paid overtime.

2.5 Extra time of less than ½ hour on any day will not count for overtime. Overtime will be aggregated for each pay period. The weekly salary will be divided by 37 to ascertain the normal hourly rate without allowances.

2.6 Overtime on any day other than a Sunday or public (bank) holiday will be paid at normal hourly rate plus one half. Overtime on a Sunday or public (bank) holiday will be paid at double normal hourly rate.

2.7 Part-time police staff receive plain time for overtime up to and including the 37th hour per week Monday to Friday. Any overtime hours on a Saturday are paid at time and a half and on a Sunday or public (bank) holiday at double time.

2.8 Time off may be taken instead of overtime paid. All overtime taken as time off should be taken at the rate at which it was earned.

2.9 An employee may accrue a maximum of 74 enhanced hours' time off in lieu (TOIL). This must be taken within 3 months, or it will be paid.

3. Shift Working and Shift Changes

3.1 The arrangements below do not apply to an individual who is part of a Standby and Call Out Agreement. Please refer to Standby, Callout and Shift Working Police Staff Policy (453) for details of remuneration relevant to these individuals.

For the procedure when an individual wishes to increase / decrease their hours or amend a shift pattern, please refer to Working patterns guidance.

Agreement has been reached to allow rostered shifts to be changed and a requirement to work imposed to meet the needs of the service.

In all instances a period of 8 days is defined as 8 calendar days from the day of notification, e.g., notification of a duty given on a Wednesday pm would enable a duty to be worked on the next Thursday am.

There is no minimum 4-hour payment for working on any day unless the person is on casualty bureau working or training or is subject to a set standby and call out rota. Being called out outside of a rota agreement does not give an entitlement to a 4-hour minimum payment.

3.2 Shift Changes on a Normal Working Day

Where changes to rostered shift patterns occur, the below will apply irrespective of when the shift change occurs. In all instances extra time of less than 1/2 hour is unpaid whether aggregated or not.

3.2.1 Where 8 days or more notice of a change in rostered shift duty occurs, no compensation will be made except where hours worked on the re-rostered day exceed the length of the shift. Extra hours of this nature will be compensated at normal overtime rates) in complete recompense (see Overtime Section);

3.2.2 Where less than 8 days' notice of a change in rostered shift duty occurs and where the change is of 3 hours or more, hours between the original rostered start time and the new start time will be compensated at half time. Similarly, any hours worked beyond the normal length of a shift, calculated from the beginning of the revised start time, will be paid at normal overtime rates only (see section 2 above) in complete recompense;

3.2.3 Where less than 8 days' notice of a change in rostered shift duty occurs and where the change is of less than 3 hours, no compensation will be made. However, where the new rostered finishing time is exceeded, i.e., the time the revised normal length shift is

rostered to finish, hours in excess of that time will be paid at normal overtime rates only (see Overtime Section) in complete recompense.

3.3 Shift Changes on a Weekend or Rest Day

For shift workers working rest days the following will apply, unless the individual is subject to a Standby and Call-Out Agreement. Any hours spent on Standby and Call Out or any other irregular overtime will not be deemed working hours for the purposes of calculating these allowances:

3.3.1 When required at less than 8 days' notice to work a Rest day, they will be compensated at time and a half and in addition an alternative day off will be given.

3.3.2 When required at less than 90 days' notice but more than 8 days' notice to work a Rest Day, they will be compensated at time and a half.

3.3.3 If the individual wishes to take compensation as time in lieu instead of pay, they should seek agreement from their line manager.

3.3.4 When required at equal to, or more than 90 days' notice to work on a Rest day an alternative day off will be given; no further compensation is applicable.

3.3.5 When rest day working is required the individual will be given a set shift to work. Overtime over and above that shift will be compensated in line with section 2.

4. Unsocial Hours Framework

4.1 The Unsocial Hours page for police staff in Sussex contains the Police Staff Unsocial Hours Framework which only applies to police staff employees contracted to work unsocial hours. The Unsocial Hours framework details the days of the week and hours of the day that will attract weightings for unsocial hours. Unsocial hours are defined as hours worked between 1900 and 0700 Monday to Friday and all-day Saturday and Sunday. The framework also sets out the unsocial hours weighting factors applied to each hour rostered during the unsocial hours' period.

Period	0700 - 1900	1900 - 0700
Monday - Thursday	0	0.4
Friday	0	0.7
Saturday	0.7	0.7
Sunday	0.7	0.7

Calculation

The total number of rostered hours (including breaks) in an individual's shift pattern that fall within each time / day period as shown on the framework are multiplied by the relevant decimal weighting figures displayed in the grid.

The total weighted unsocial hours are then divided by the total number of hours in the pattern (including an individual's breaks) to produce the proportion of unsocial hours within the pattern that fall within the unsocial periods.

The calculation will produce a % payment for unsocial hours rostered in an individual's shift pattern between 1900 and 0700 Monday to Friday and all day Saturday and Sunday.

If the calculation produces a shift allowance % of over 36% then for every 1% over 36%, 0.1% is added in its place.

The unsocial hour's calculation is based on the individual's base salary.

Where unsocial hours allowance is payable, it is only paid when shift working takes place. In the event of a temporary or permanent change in an individual's duties required by the organisation, which removes the requirement to work unsocial hours, the unsocial hours allowance will cease to apply. Where this occurs, the unsocial hours allowance will be protected in accordance with the Force policy held on the Force Policy Database.

Example calculations are in the Police Staff Unsocial Hours Framework via the Unsocial Hours page for police staff in Sussex.

4.2 Line managers and individuals are responsible for considering and agreeing the correct unsocial hours allowance to be paid when shift working takes place, based upon the individual's shift pattern, including in the following circumstances:

- upon recruitment; and
- as and when changes to shift patterns, and therefore the unsocial hours allowance weighting, occur (for example, where the individual makes a flexible working request).

The line manager is responsible for confirming the agreed changes to the People Resolution Centre (PRC) and should ensure the individual is aware and has considered the impact of any changes to their pay and the weighting which will be applied to future calculations.

The individual is responsible for checking their payslip to ensure that agreed unsocial hours allowance shows correctly, particularly following any agreed changes.

Please see the Flexible Working Policy (Surrey and Sussex) (816) and Flexible Working Toolkit for more information. Advice about pay slips may be sought from the Pay team.

5. Public (bank) Holidays

5.1 Employees are entitled to paid leave on each public holiday. Where such leave cannot be granted for operational reasons on a particular public holiday then the employee shall be compensated as detailed below.

5.2 The aim is for the rostered shift to be the same as it would have been in the usual agreed duty pattern for the team / department that it would have been if it was not a public holiday, however the shift rostered could be shorter or longer as determined by the resourcing requirement. For example;

- If the usual shift pattern length for the team / department on the day (if it was not a public holiday) was 9 hours the aim would be that the shift rostered would be for the same shift length, i.e., 9 hours.
- The rostered shift length on the public holiday could be shorter than the shift length it would have been in the standard duty pattern for the team / department (would show if it was not a public holiday), e.g., 8 hours (rather than 9 hours).
- If the rostered shift length is for longer than the usual shift pattern length for the team / department would have been if it was not a public holiday, e.g., the required shift length is for 12 hours the shift will be shown on SAP as 9 hours to enable compensation to be calculated correctly but the individual will be expected to work the 12-hour shift.

5.3 An employee required to work on a public (bank) holiday as part of a published work pattern, or at the request of their employer, shall, for work on a public (bank) holiday, including those shifts which start on these days but extend into a "normal" day, be paid, in addition to the normal pay for the day, plain time for all time worked within an employee's normal working hours.

5.4 At a later date, time off with pay will be allowed as follows:

- Where the time worked on the day is less than 4 hours - half day off;
- Where the time worked on the day is 4 hours or more - whole day off;
- Work on a public (bank) holiday outside normal working hours will be paid as overtime, at double time, in complete recompense.

5.5 There is no minimum 4-hour payment for working on a public (bank) holiday unless the person is on casualty bureau working or training or is subject to a set standby and call out rota. Being called out outside of a rota agreement does not give an entitlement to a 4-hour minimum payment.

5.6 Examples of some possible scenarios are shown below:

- Rostered but not required to work - If an individuals' usual working pattern (whether full or part-time) would have shown them working when the public (bank) holiday falls but they are not required to work their duties will default to showing a public (bank) holiday, meaning normal pay for the day and no requirement to work.
- Requirement to work in addition to normal pattern (including if an individual volunteers because there is a requirement to work) - If an individual is required to work on a public (bank) holiday in addition to their normal pattern (including individual volunteers because there is a requirement to work) then for shift workers public (bank) holiday flat rate will be paid and for non-shift workers' double time.
- Rest day not required to work - Where a public (bank) holiday falls on a rest day and an individual (whether full time or part time) is not required to work, Duties will automatically show the day as a public (bank) holiday. A rest day in lieu will be automatically created

on SAP by Duties for them which can be taken at a later date, within a reasonable timescale*, as agreed with their line manager.

- Free day (part-time working) - Where a public (bank) holiday falls on a day that would have been free day in a working pattern, and an individual is not required to work, Duties will automatically show the day as a public (bank) holiday and TOIL of a 1/5th of their weekly hours will be automatically created in SAP by Duties for them which can be taken at a later date, within a reasonable timescale*, as agreed with their line manager.
- Additional hours worked (overtime / TOIL) on a public (bank) holiday - Refer to section 2 overtime.
- No requirement but individual chooses to work - If, on an exceptional basis, an individual agrees with their manager (by choice) to work where there is no requirement to work the agreement reached should include agreeing when the time worked on the public (bank) holiday will be taken at an alternative time. This may mean recording of time as TOIL via Duties, if agreed to be additional hours working, or to facilitate swapping the day worked with a rostered working day during the week in which the public (bank) holiday falls.

Time taken will be on a like for like basis and should be taken within a reasonable timescale*. There will be no enhancement for pay or additional time off because an individual chose to, and reached agreement to, work on a public (bank) holiday when there was no requirement to do so.

- Sickness absence - When an individual is due to work on a public (bank) holiday but is absent due to sickness no enhancement is paid, and no time off will be re-allocated as the day reverts to being a public (bank) holiday. If an individual terminates duty due to sickness part way through a shift any applicable enhancement will only be applied to hours worked.

*A reasonable timescale is 3 months.

5.7 If a public (bank) holiday, such as Christmas Day, Boxing Day and/or New Year's Day, falls on a Saturday or Sunday then either:

- this is a normal working day as the statutory public holiday will have been officially moved to the Monday and/or Tuesday, and therefore no additional payments will be made for working these days, or
- where a member of police staff is required to work, and actually do work, Christmas Day, Boxing Day and/or New Year's Day when they fall on a Saturday or Sunday, then an additional payment at flat rate will be made for the hours worked but no rota day in lieu (RDIL) / bank holiday in lieu (BHIL) will be accrued as they are not statutory public holiday days.

Police staff will also accrue any other non-monetary contractual entitlements. The following principles also apply:

- If rostered for a Rest Day, but required to work due to operational demands, police staff will have all their contractual entitlements and will be paid at twice their normal rate of pay,
- Police staff rostered to work who want to take the day off should book this as time off in the normal way.
- Police staff who have a Rostered Rest Day on any of these days will not be owed an additional rest day as these days are not public (bank) holidays. All police staff have been allocated the correct number of public (bank) holidays for the full leave year.

NB. Police staff working Monday - Friday are unaffected, as the official public (bank) holidays fall on weekdays.

6. Temporary Duty Allowance (TDA)

6.1 An employee undertaking the full range of duties and responsibilities of a post which carries a higher salary grade may receive a Temporary Duty Allowance (TDA). In most cases a TDA should be considered in advance of an individual undertaking additional duties. Advice should be sought from the People Resolution Centre, for example if the additional duties undertaken are being split between two individuals. Please refer to the Temporary Duty Allowance – Police Staff page.

6.2 A TDA is calculated by deducting the current salary of the employee from the first point (or next highest where scales overlap) of the higher scale and then converted to a monthly amount.

6.3 A TDA can be paid once the employee has undertaken the duties of the higher graded post for a period of three weeks. The period of three weeks is calculated either as one block or separate periods amounting to three weeks or more. The accounting period for this calculation is the financial year.

6.4 A TDA should only be awarded to individuals who cover vacancies and absences of between 3 weeks and 3 months. If it is known a period of cover is likely to exceed 3 months, or does exceed 3 months, then an internal secondment or fixed term contract must be considered instead which will ensure the individual is able to benefit from the terms and conditions of the role, above and beyond pay.

6.5 In exceptional and appropriate circumstances TDAs can sometimes be extended beyond 3 months but would not be expected to extend beyond 6 months. Any extension must first be agreed with the People Business Partner or the Reward team, and a record of the rationale kept. The extended TDA must be re-reviewed after the additional period of time and an internal secondment or fixed term contract considered instead.

6.6 At the commencement of each financial year no account will be taken of periods of TDA which accrued in the previous financial year whether paid or not. The only exception to this will be where a period of TDA extends over the finish and commencement of successive financial years. In these instances alone it is permissible to aggregate the continuous period. However, once the continuous period finishes the accounting period similarly ceases and the employee starts anew.

6.7 Receiving a TDA implies no right either of appointment to the higher grade or regrading of the employee's substantive post. At the conclusion of the period of TDA the employee reverts to the appropriate spinal column point on their substantive grade.

7. Overnight (away from home allowance)

7.1 An employee shall be paid an allowance of £50, to be known as the 'Away From Home Overnight Allowance' in respect of every night that they are unexpectedly away from their normal place of work and required to stay overnight rather than return home in connection with an investigation or arrest, or as determined by the Gold Commander (Chief Superintendent rank or above) for specific events or incidents.

7.2 The allowance will only be paid in exceptional circumstances when on an unplanned non-routine deployment, the exception to this is where an investigation involves enquiries out of Sussex Police Force area which cannot be concluded during a working day, in which case wherever practical out of Force area enquiries should be grouped together. Consequently, it will not be applicable, and therefore not paid, in respect of planned overnight stays such as for training courses, attending meetings or conferences. Any queries about use of this allowance should be referred to (email address redacted).

To submit a claim for payment please use the claim form, which should be sent via a line manager (for authorisation) before being sent to (email address redacted).

8. Employment Data

8.1 Sussex Police collect and process personal data relating to police officers and police staff to manage the employment relationship. It is important that employees 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 'Privacy Notice'.

Team: People Services Department. Reward Team