



Bank Holidays Procedure

This procedure is part of North Yorkshire Police policy to which all Chief Constable personnel and the functions provided by the Police, Fire and Crime Commissioner are required to adhere.

Overarching Policies:

Working Arrangements and Flexibility Policy

Other Documents:

Alternative Bank Holiday Form

1 Entitlement

- 1.1 When calculating the number of Bank Holidays for an individual a 12-month period, aligned with the annual leave year of 1 April to the 31 March will be used.
- 1.2 The following provisions relating to entitlement to Bank Holidays will apply:
All ranks of Police Officers being in accordance with Police Regulations, Police Staff being in accordance with the North Yorkshire Police Staff Council handbook
- 1.3 All Police Officers will be entitled to "Total Bank Holidays" x 8 hours¹ within the 12-month period.
- 1.4 All Police Staff will be entitled to "Total Bank Holidays" x 7.4 hours² within the 12-month period.
- 1.5 A Bank Holiday is a period of 24 hours. The start of day for Police Officers will remain as agreed in the Variable Shift Agreement and Work Force Agreement unless agreed otherwise in a flexible working arrangement. The start of day for Police Staff will be midnight as outlined in the Police Staff Council Handbook (North Yorkshire Police Amended version) or alternatively 7am if they work in a department with a 24/7 shift pattern.

2 Bank Holidays

- 2.1 The following days will usually be used throughout the Force as Bank Holidays:

¹ Pro-rata for Part-time Officers

² Pro-rata for Part-time Police Staff

- New Year's Day
- Good Friday*
- Easter Monday *
- Early May Bank Holiday
- Spring Bank Holiday
- Summer Bank Holiday
- Christmas Day*
- Boxing Day *

2.2 If any additional Statutory days are added then these will be considered and applied at that point.

3 Election of alternative bank holidays

- 3.1 If a Police Officer or Police Staff member wishes to elect to replace any of the religious days outlined in 2 above, with an alternative date for religious or philosophical belief purposes, application should be made via their line manager seeking agreement using the Alternative Bank Holiday Form.
- 3.2 By 1 January each year, a list of all the proposed dates, commencing from 1 April later that year to be treated as a Bank Holiday must be provided with the initial application for consideration by the line manager.
- 3.3 The dates must be provided as above annually. Failure to do this, will lead to the default of the days outlined in 2.1 being applied.
- 3.4 The number of dates will be exactly the same for the 12-month period commencing 1 April, as for other Police Officers or Police Staff with reference to the days outlined in 2.1 above. ³
- 3.5 Upon receipt of an application for consideration, a line manager must consider any Health and Safety aspects in respect of an individual potentially working alone on a day as listed in 2.1. If this is applicable, the decision may be referred to a risk assessment form to consider how management of this risk can be addressed.
- 3.6 In cases where application has been refused, an explanation must be given by the Line Manager / Supervisor outlining the reasons in full. If the individual remains dissatisfied with the reason for the refusal of their request, the individual and the Line Manager should meet

* Religious Bank Holiday – Which can be changed

³ The actual number of days treated as a Bank Holiday may vary for Police Officers when the original date falls on a weekend.

with the Safer Neighbourhood Commander/ Head of Function to discuss the situation and reach an appropriate agreement.

- 3.7 If approved by the line manager the Alternative Bank Holiday Form will be sent to Origin Systems Admin Team.
- 3.8 Once an individual has elected to replace any Bank Holidays as per above, this agreement will remain in place until further notice is given by the individual. However, the dates will be supplied by 1 January each year to the Supervisor and Duties for the forthcoming 12-month period. It will not be possible during the 12-month period commencing 1 April to revert back to the days outlined in 2.1 above.
- 3.9 The original days outlined in 2.1 above will then be treated as normal working days and no further compensation will be provided to individuals working their normal hours on these dates.
- 3.10 It is the individual's responsibility to ensure that any compensation is reported for recording on the ORIGIN Duties Management System and claimed correctly via Payroll.
- 3.11 Any Rest Days which need to be re-rostered in lieu of an elected Bank Holiday, falling on a Rest Day will be re-rostered by the Resource Management Team when considering the published roster.
- 3.12 If an individual is sick on their elected Bank Holiday reference will be made to the current sickness procedure.

4 Granting of Bank Holiday leave

- 4.1 Police Staff cannot be required to work on a Bank Holiday, they will be shown as Bank Holiday leave for these dates.
- 4.2 The exception to the above are where Police Staff roles operate in a department which works on a 7-day basis and it has been agreed with UNISON that there is an operational need for them to work Bank Holidays. This applies to roles within FCR and Criminal Justice currently but may include other Police Staff roles, if agreed with UNISON, the full list can be accessed here. Police Staff working within these functions or environments are expected to work their underlying shift pattern, on a Bank Holiday and may be required to do so. This applies to Police Staff who are shift and non-shift workers, full or part time, but only within these functions and environments for their contracted hours. The process for these staff is as follows:
 - BH's are input to ORIGIN at least 12 months in advance, and for all for those who would have been due to work ORIGIN will be updated to working their normal shift.
 - Any changes to individual duty patterns, (FW, PT or band changes) throughout year, will default to working BH if it is their scheduled day on a new pattern, so any previous BHL will be overwritten
 - Resourcing requirements will remain as 'normal', so leave will only be granted to those levels.

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- Management can canvas their staff at an appropriate period of notice, up to 12 months, but no less than 4 months in advance, to see who wants leave and who wants to work, but no-one will be required to take leave.
- Management will make an assessment of the requests and determine who is working and who can have BH leave and then inform their staff of their decision.
- Details will then provided to the RMU, up to 12 months but at least 3 months in advance, of the leave granted to update the staff duties
- If in the immediate days/weeks prior there are no staffing issues then potentially consideration can be given to whether any others (if requested) can be granted leave or if (as is the case in custody) staff can arrange shift swops and ensure RMU are updated.

If insufficient numbers of staff are due to work on a Bank Holiday as their normal day of work, then any additional staff must be on a voluntary basis, and overtime will be offered to any others in the department, in the first instance, or wider if no takers unless there is an exigency.

- 4.3 Police Staff in other roles can participate in Bank Holiday working, with appropriate compensation, where they agree to do so.
- 4.4 Where possible, having taken into account operational requirements, attempts will be made to allow all Police Officers to take Bank Holiday Leave on either their elected date or the default statutory date as published.
- 4.5 For those Police Officers whom, if it were not a Bank Holiday it would be a normal working day, whilst ORIGIN system may display the day as a Bank Holiday, they will be informed with not less than 3 months' notice of their hours and times of work, if required to do duty, otherwise they will be granted Bank Holiday leave in accordance with this procedure
- 4.6 For those granted Bank Holiday Leave if the original shift times to be worked were longer than either 8 hours (Police officers) or 7.4 hours (Police Staff), pro-rated for part timers, any deficit will be deducted as Time Off In Lieu for those using Book On Book Off [BOBO] or recorded appropriately if a Flexi-worker as Flexi time.
- 4.7 BHIL and RDIL of a Bank Holiday may be converted to TOIL at the request of a member of Federated rank [but not higher ranks] or police staff member. However, cancelled RD's that are not in lieu of a Bank or Public Holiday cannot be converted to TOIL, nor can TOIL generated in such circumstances be paid out for either Officers or Police Staff. Its proper use will be to assist Officers and Police Staff to offset the required TOIL adjustments that are made where the shift exceeds normal BH length, [8 hours for Officers / 7.4 hours for Police Staff], pro rata for part time Officers and Police Staff, see point 4.6 above.
- 4.8 Police Officers or Police Staff required to work on an elected Bank Holiday will be compensated in accordance with Police Regulations or the Police Staff Council Handbook (North Yorkshire Police Amended version).

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