



Ministry  
of Defence



# MINISTRY OF DEFENCE STATEMENT OF CIVILIAN PERSONNEL POLICY

## SHIFTWORKING MINISTRY OF DEFENCE POLICE

**Version:** 2.0 - 2008

**Effective date:** 04 August 2008

**EDRM file reference:** 20070604-MOD Police  
Shiftworking v2 2008-U

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## MDP SHIFTWORKING FOR EMPLOYEES AND LINE MANAGERS

### 1. Variable Shift Arrangements

Variable Shift Arrangements (VSA) were introduced by agreement between the MDP and Defence Police Federation (DPF) and are subject to certain terms and conditions as set out below.

VSA may be introduced with the consent in a ballot of at least 75% of both full and part time officers who are members of the DPF at the station concerned. The Senior Police Officer SPO should also ensure that non member views are considered.

The VSA agreement can only come into operation after the ballot and when 28 days prior written notice has been given to all officers affected. An example VSA Agreement is at Annex A. Copies of all agreements made, duly signed by the SPO and local DPF Branch Representatives, are to be sent to the Divisional Commander. Once VSA working is introduced, the terms and conditions of service will apply to all officers below the rank of superintendent at the station.

CCMDP may terminate or suspend the operation of a VSA to meet any exceptional exigencies affecting the operation of the Force.

Constables and Sergeants have to perform a total of 2,024 hours of duty annually in shifts of between 8 and 12 hours, or a combination of the two. This total is derived is as follows:

- i) 365 days *minus* 104 days (52 weeks X 2 rest days) = 261 days
- ii) 261 days *minus* 8 public & bank Holidays = 253 work days
- iii) 253 work days *multiply* 8 hours duty = 2,024 hours duty

### 2. Rosters

The period of each monthly roster will usually be 28 days but may be greater by local agreement between the SPO and the local branch of the DPF, and subject to approval by the Divisional Commander.

The basic rules and principles regarding shift rosters are:

- a. There are 104 Rest Days per year. This translates to 8 Rest Days per 28 day roster period.
- b. After deducting the 8 Rest Days, this leaves 20 Duty Days per 28 day roster period.

- c. Each duty day has a value of 8 hours of duty and 16 hours off duty time. Thus over 20 duty days, core duty hours is 160 hours per 28 day roster period.
- d. The number of duty days in a roster period will be further reduced by any Public/Bank Holidays that occur during the 28 day roster period.

Constable and Sergeants are required to work a 40 hour week. Therefore, over a 4 week roster period they are expected to deliver 160 core duty hours unless any Public/Bank Holidays occur during that period.

### **3. Frequency of Rosters**

- a. SPOs may find it best practice to publish an annual roster showing Rest Days, Public/Bank Holidays, Duty Days, Free Days (part time officers only) and Z Days (if applicable).
- b. SPOs must publish a detailed roster covering a three month period at least 30 days in advance of the first day of effect of the roster.

### **4. Medical guidelines**

Rather than prescribe a menu of shift rosters to be applied throughout the Force, the medical guidelines (i.e. best practice for shift rosters) are reflected in the following series of “do’s and don’ts.

- a. When compiling rosters, SPOs should try and avoid the use of quick swings in the roster and there should be a minimum of 11 hours between shifts.
- b. SPOs should try and ensure that officers are allowed a 24 hour break between blocks of day and night shifts, where these are 12 hour shifts.
- c. SPOs should try and avoid allocating more than 3 night shifts in succession, where these are 12 hour shifts.
- d. Officers who regularly work night shifts are classed as “night workers” and have to be offered a health assessment – see [Working Time Regulations](#) – **Related Document** for details.

### **5. Rest Days**

Rest Days should be awarded in pairs, subject to the exceptional operational situation, and at a frequency of at least every seven days.

Rest Days can be re-rostered with a Duty Day (not a Z Day) when between 15 to 29 days notice is given. Where a Rest Day is re-rostered, the date of the re-rostered Rest Day will be personally notified to the officer within 4 days of being given notice to do duty on the day in question.

Rest Days cannot be moved with less than 15 days notice.

## **6. Z days**

Where a Variable Shift Agreement is in operation, the use of 12 hour shifts rather than the standard 8 hour shift means that officers fulfil their core hours commitment in less days than officers working the standard eight hour shift only pattern; this means that officers working VSA's generate days when they are not required to report for duty, in addition to the statutory Rest Days and Public Holidays. Such non working days are known as "Z Days" in order to distinguish them from statutory Rest Days and Public Holidays (and their associated compensatory pay rates).

Z days cannot be moved upon publication of the detailed monthly roster (except by personal request of the individual and the agreement of the SPO). Z days are not Rest Days.

## **7. Requirement to Work on a Z Day**

Officers will not normally be required to work on a Z Day, unless there is a clear and exceptional police requirement for operational duty. In such circumstances officers will be personally notified of the requirement. Whether pursuant to such a requirement or otherwise, if an officer works on a Z Day, reimbursement will be at the overtime rate of time and one third for each hour of duty, or the equivalent in time off in lieu in accordance with existing rules.

## **8. Part Time Officers Requirement to Work on a Free Day**

Part Time officers will be paid at their usual hourly rate for duty on a Free Day on the roster up to the conditioned hours for a full time officer for the week concerned. Part Time officers should refer to the [Policy, Rules and Guidance Overtime and other additional hours payments - Ministry of Defence Police](#)

## **9. Refusal to Attend for Extra Duty on a Z Day**

When an officer is approached and asked to attend for Z day working, the individual is entitled to as much notice as possible and is to be consulted about personal commitments and the degree of inconvenience likely to be experienced is to be taken into account. Where the requirement can be determined in advance, best practice is that up to 30 days notice will be given to the individual concerned. This will often be achieved by "pre-rostering" the overtime.

Some SPOs allow individual officers to mark up the published roster, those Rest Days and Z Days when they are not available for callout. Others allow a system where individuals can advise in advance of roster publication when they will not be available for "pre-rostering" or callout; and those Rest Days or Z Days are asterisked for that individual.

Everyone should/must understand that as a police officer, whatever their personal circumstances or private wishes, they can still be required to attend on either a Z Day or a Rest Day or a Public Holiday according to the demands of the Service. Once an officer is instructed/notified to attend for duty, it may become a disciplinary matter not to obey that order.

## 10. Cancellation of Requirement to Attend on a Z Day

The rules are:

Where the officer is given less than 8 days notice of cancellation of requirement to attend, he/she can choose between taking the Rest Day or Public Holiday or Z Day with no compensation, or working the Rest Day or Public Holiday or Z Day with compensation paid at the appropriate overtime rates or TOIL.

## 11. Rules Covering Sick Leave during Z Days

The rules covering the counting of sick leave remain unaltered with the alteration of the Z Day concept.

- a. For the purposes of reporting sickness to DBS, the following will apply:

If sickness occurs solely on a Rest Day or a Z Day or a Free Day then this is not counted as an absence. If the period of absence starts or ends on a Rest Day, Free Day or a Z Day, then the sick leave will be counted from the first, or end on the last Duty Day. If the period of absence included Rest Days, Free Days or Z Days and both commences and terminates on Duty Days, then the whole period is counted as sick leave.

- b. For the purpose of reporting lost duty through sickness to the Force MIF system, ONLY hours of duty on rostered duty days lost through sickness will be reported.

Where an officer is scheduled to work overtime on a Z Day, and reports sick, then as for overtime on a Rest Day, the absence will not be counted as sick leave.

## 12. Rules Covering Travel Time and Travel Expenses for Duty on a Z Day

Officers who attend for duty on a Z Day will not be eligible for the payment of either Travelling Time or Home to Duty Travel expenses for such attendance.

## 13. Inspecting Ranks and Z Days

Ranks of Inspector and above have no formal conditioned hours and are required to attend for such hours and on such days as are necessary for the performance of duty. Where an Inspecting Rank works a VSA, then the following conditions will apply:

- a. Rostering The rules set out for rostering will apply to Inspecting Ranks.
- b. Requirement to Work on a Z Day. Inspecting Ranks may be required to work extra duties on a Z Day in accordance with the criteria set out above. In such circumstances, Inspecting Ranks will be granted time off in lieu.  
The rules for Inspecting Ranks who are required to work extra duties on Rest Days, Z Days or Public Holidays are set out in the [Policy Rules and Guidance Overtime and other additional hours payments - Ministry of Defence Police](#).

## 14. Refreshment Periods

Shifts should be, the exigencies of duty permitting, one continuous period.

Officers should be allowed, the exigencies of duty permitting, time for refreshment as follows:

<b>Less than 6 hours on duty</b>	<b>30 minutes</b>
<b>6 hours or more, less than 7 hours</b>	<b>35 minutes</b>
<b>7 hours or more, less than 8 hours</b>	<b>40 minutes</b>
<b>8 hours or more, less than 9 hours</b>	<b>45 minutes</b>
<b>9 hours or more, less than</b>	<b>50 minutes</b>
<b>10 hours to 12 hours</b>	<b>60 minutes</b>

## 15. Excess Fares

Excess Fares Allowance (EFA), generally, is calculated on 220 days per year; therefore, officers claiming EFA when VSA are introduced should notify DBS of their change in circumstance so their entitlement to EFA can be reassessed. Officers who apply for EFA should advise DBS of the number of days they are required to work.

## 16. Special Paid Leave

A day's special paid leave equals the hours the officer was rostered for duty on that day. Where an officer requests Special Leave, there is no requirement to count either Rest Days or Z Days in the number of hours that are to be granted as Special Leave; i.e. only rostered duty days need to be covered by the Special Leave. As with Rest Days, on no account are Z Days to be re-rostered to maximise time off on Special Leave. Where a continuous period of Special Leave is granted, officers should not be required to attend for duty on intervening Rest Days or Z Days.

## 17. Public/Bank Holidays

Officers rostered for duty on a Public or Bank Holiday are entitled to the appropriate compensatory rate for the number of hours worked. See [Policy Rules and Guidance Overtime and other additional hours payments - Ministry of Defence Police](#) for appropriate compensatory rate.

Officers given less than 8 days notice are entitled to a day in lieu and their conditioned hours should be credited with 8 hours irrespective of how many hours they actually worked. Please refer to the [Policy Rules and Guidance Overtime and other](#)

## additional hours payments - Ministry of Defence Police

Where a Public Holiday occurs during the roster period, officers will be expected to deliver proportionally less duty hours in the roster period. This will be achieved by rostering the usual core duty hours (i.e. for a 28 day roster period this is 160 hours, when if there is one Public Holiday in the 28 day roster period, core duty hours will be 152 hours). This will mean that the Public Holiday will initially appear as:

- a. a Rest Day;
- b. a Z Day; or
- c. a Duty Day.

When a Rest Day falls on the Public Holiday, it must be moved to a Duty Day, cancelling that day's duty (preferably an 8 hour shift). The aim will be to ensure that the officers are required to work their total (but only their total) reduced core duty hours for the roster period.

Where a Z Day falls on the Public Holiday, the day will be designated a Public Holiday. The number of Z days generated in the roster period is not directly dependent upon whether or not there is a Public Holiday in the roster period, rather the number of Z Days is directly dependent upon the duration of the shifts undertaken, and therefore the number of shifts necessary to achieve core hours in the roster period. The aim will be to ensure that the officers are required to work their total (but only their total) reduced core duty hours for the roster period.

Where a shift is rostered on the Public Holiday, it will be worked, but the time will be ring fenced off from the core duty hours by being paid at double time, and therefore will not count towards the reduced core duty hours for the roster period. Senior Police Officers will ensure that in such cases officers deliver the total reduced core duty hours for the roster period.

If additional public holidays are granted the conditioned hours officers have to deliver (2,024) must be reduced by 8 hours for each extra public holiday.

Leap Year. In a leap year officers will be required to deliver an 8 hours duty for the extra day.

### **18. Training Courses and Detached Duty**

Officers attending training courses or assigned to a station not working VSA will revert to an 8 hour shift pattern for the duration and rest days will be amended accordingly irrespective of the period of notice given for the course or duty.

Part time officers will be eligible to attend training courses in the same way as full time colleagues, but attendance will need to accord with the normal hours of the course. To make training more accessible many courses can now be carried out at Divisional level and others are now available through the MDPGA E-Learning and Defence Electronic Learning Centres (DELIC).

Officers will be required to attend personal safety, first aid, firearms training and any other mandatory training requirements for their role. Additionally, appropriate familiarisation with local practices, updating knowledge/procedures and attendance at recognised training courses resulting from organisational changes will be required in order to meet the competency expectations of an MDP officer. This may not always be possible within the remit of the agreed shift pattern particularly where fixed days have been agreed and there may well be a requirement for some variance to the shifts worked. This will be in consultation with the officer with sufficient notice being provided in accordance with prevailing operational planning commitments.

Should a part time officer be required to attend a course that is only available on a full-time basis, this should be achieved with the co-operation of the officer concerned. As much notice as possible should be given to any part time officer who is selected for a full time course to allow them time to make necessary arrangements. Where the hours an officer is required to attend falls outside their agreed work pattern or they are in excess of the agreed hours the work pattern may, with the agreement of the officer, be adjusted on a temporary basis. Hours in the periods either side of the training period may be adjusted or alternatively the work pattern and conditioned hours remain unchanged but the officer is remunerated for the additional hours but within the limits of full time conditioned hours. Officers attending full-time courses will be paid for additional attendance and Travel and Subsistence expenses paid where appropriate.

Should attendance on a specific course be a pre-condition of a transfer to any specialist post and the part-time worker is unable to attend such a course on a full-time basis, this may result in the officer being denied the transfer.

There are three houses available on the Agency HQ site at Wethersfield that are available to part time officers who are required to attend a training course at ATC Wethersfield. These are fully furnished properties (1x3 bedroom and 2x2 bedroom) for officers with carer responsibilities and who may need to bring another family member or friend with them. Officers should apply through their course sponsor, general information on these houses can be sought from Station Admin.

## **19. Record of Hours**

SPOs must set up and maintain an accurate record of the hours officers work and the hours owing to and from them.

## **20. Temporary changes to working hours**

There may be circumstances where managers may need to temporarily change the time a part time officer attends for work (not the hours). In such circumstances managers should consult with the officer prior to the change being made and give as much notice as possible so that adjustments can be made to any domestic commitments they have, to fit in with the revised work schedule. However, any temporary changes to working patterns must be justifiable and based on operational needs.

## Annex A - VARIABLE SHIFT ARRANGEMENT AGREEMENT

This Variable Shift Arrangement (VSA) applies to *(describe station or class of officer on a station to whom this applies)*. This VSA applies to officers appointed full and part time in the MDP.

This VSA will come into operation on *(insert date – 28 days after written notice has been given to all officers affected)*.

The agreement of the local branch of the DPF to the operation of this VSA may be withdrawn on giving the Senior Police Officer 56 days prior written notice.

The Chief Constable may terminate the operation of this VSA after consultation with the local branch of the DPF and giving 56 days notice to the officers to whom it applies.

The Chief Constable may terminate or suspend the operation of a VSA to meet any exceptional exigencies bearing on the operation of the Force.

Officers appointed or assigned to duty at *(the station or officers on a station)* will be subject to this VSA.

Officers posted or assigned on detached duty from the station at which they are permanently assigned will be subject to the shift arrangements which apply at the receiving post or stations.

The agreed variable shift roster is attached to this Agreement. No shift will be longer than 12 hours. No shift will be shorter than 4 hours *(start and finish times of the shift should be inserted)*.

Officers employed under the terms of this Agreement are required for duty for the number of hours equivalent to those officers not working a VSA. These hours are calculated on an annual basis.

One day's annual leave under traditional rosters is equal to 8 hours duty. Absences from duty for VSAs for annual leave purposed will be taken hours absent from rostered duty.

Special Paid Leave and absence due to sick leave will be for one day's duty disregarding the rostered hours.

**APPENDIX 1 - EXAMPLE OF VSA ROSTERING**

**1. Eight Hour Shift Roster - 28 Day Period, no Public Holiday:**

20 Duty Days = 160 hours	8 Rest Days
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The 20 Duty Days mean that 20 x 8 hour shifts are rostered = 160 hours core duty time.

**2. VSA - 28 Day Period, no Public Holiday:**

20 Duty Days		8 Rest Days
14 VSA shifts	6 Z Days	

The 160 hours required over the 20 Duty Days comprise:

- 12 x 12 hour shifts.
- 2 x 8 hours shifts.
- 6 Z Days.

**3. Eight Hours Shift Roster - 28 Day Period with 1 Public Holiday.**

19 Duty Days	1 Public Holiday	8 Rest Days
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The 19 Duty Days mean that 19 x 8 hour shifts are required to be rostered = 152 hours core duty time.

However, initially, 160 hours will be rostered, to determine who will be required to work on the Public Holiday.

20 Duty Days	7 Rest Days + 1 Public Holiday/Rest Day
<b>O R</b>	
19 Duty Days + 1 Public Holiday/Duty Day	8 Rest Days

Thus the Public Holiday will either fall as a Rest Day or an 8 hour shift. The Roster Manager will then act as follows:

If the Public Holiday has been rostered as a Rest Day, then in order to achieve 8 Rest Days + 1 Public Holiday in the Roster Period, the Rest Day must be moved to one of the 20 x 8 hour shifts. This will then give 19 Duty Days + 1 Public Holiday + 8 Rest Days.

If the Public Holiday has been rostered as a Duty Day, then that duty is discounted towards the 19 Duty Days required by paying double time for the duty on the Public Holiday. This will then give 19 Duty Days + 1 Public Holiday

**4. VSA - 28 Day Period with 1 Public Holiday.**

19 Duty Days		1 Public Holiday	8 Rest Days
13 VSA shifts	6 Z Days		

The 152 hours required over the 19 Duty Days comprise  
 12 x 12 hour shifts + 1 x 8 hour shift = 152 hours.

However, initially, 160 hours will be rostered, to determine who will be required to work on the Public Holiday.

<b>28 day Roster</b>		
14 VSA shifts	6 Z Days	7 Rest Days PLUS 1 Public Holiday/Rest Day
<b>OR</b>		
14 VSA shifts	5 Z Days PLUS 1 Public Holiday/Z Day	8 Rest Days
<b>OR</b>		
13 VSA shifts PLUS 1 Public Holiday/8 hour shift	6 Z Days	8 Rest Days
<b>OR</b>		
13 VSA shifts PLUS 1 Public Holiday/12 hour shift	6 Z Days	8 Rest Days

In the first example above, the 14 VSA shifts comprise 12 x 12 hour shifts plus 2 X 8 hour shifts. The Rest Day must be moved to one of the two 8 hour shifts. This will result in 12 x 12 hour shifts + 1 x 8 hour shift = 152 core duty hours.

In the second example, the 14 VSA shifts comprise 12 x 12 hour shifts plus 2 X 8 hour shifts. The Z Day must be moved to one of the two 8 hour shifts. This will result in 12 x 12 hour shifts + 1 x 8 hour shift = 152 core duty hours.

In the third example, the 13 VSA shifts comprise 12 x 12 hour shifts plus 1 x 8 hour shift. This equates to the 152 core duty hours. The 8 hour shift that falls on the Public Holiday is ring fenced and paid at double time and therefore does not count towards the core duty hours.

In the final example, the 13 VSA shifts comprise 11 x 12 hour shifts plus 2 x 8 hour shifts. This equates to 148 hours, which is 4 hours short of the 152 core duty hours required. The 12 hour shift that falls on the Public Holiday will be ring fenced and paid

in this case will be required to make up the missing 4 hours by extending one of the two 8 hour shifts, or taking it as 4 hours time off in lieu, or working a 4 hour shift on one of the Z Days as part of the core duty hours (i.e. no additional pay) or take 4 hours leave, or accept 4 hours stoppage of pay. Once this has been achieved then the roster should be adjusted to incorporate the duty days as detailed in the table at the top of section 4 to this Annex.

5. Where only 12 hour shifts are worked rather than a mixture of 12 hour and 8 hour shifts, then the following will apply:

(Assume nil hours banked from last 28 day period)

19 Duty Days	1 Public Holiday	8 Rest Days
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152 hours duty over 19 days comprise either:

12 x 12 hour shifts = 144 hours with a debit of 8 hours carried over to the next 28 day period; or

13 x 12 hour shifts = 156 hours with a credit of 4 hours carried over to the next 28 day period.

Sometimes 13 shifts will be initially rostered to determine who will be required to work on the public holiday. Once this initial roster has achieved that aim, for other officers, not required for duty on the public holiday, adjustments will be made to ensure that shifts and banking amount to as near as possible to the 152 core duty hours required for that 28 day roster period.

<b>28 Day Roster</b>				<b>Credit or Debit</b>
13 x 12 hours = 156 core hours	6 Z Days	1 Public Holiday	8 Rest Days	4 hours credit
<b>OR</b>				
13 x 12 hours	7 Z Days	7 Rest Days +	1 Public Holiday/Rest Day	
<b>MOVE REST DAY to SHIFT to give:</b>				
12 x 12 hours = 144 core hours	7 Z Days	1 Public Holiday	8 Rest Days	8 hours debit
<b>OR</b>				
13 x 12 hours includes 1 Public Holiday	7 Z Days	8 Rest Days		
<b>Pay Double Time for Duty on Public Holiday</b>		THUS	<b>Duty on Public Holiday is ring fenced and does not count towards the Core Duty Hours for this Roster Period</b>	
12 x 12 hours = 144 core hours	7 Z Days	1 Public Holiday 12 hours duty at Double Time	8 Rest Days	8 hours debit