



Ministry
of Defence



MINISTRY OF DEFENCE
STATEMENT OF CIVILIAN PERSONNEL POLICY

**OVERTIME AND OTHER ADDITIONAL HOURS
PAYMENTS
MINISTRY OF DEFENCE POLICE**

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MINISTRY OF DEFENCE POLICE –

OVERTIME AND OTHER ADDITIONAL HOURS PAYMENTS

DESCRIPTION

This document describes the policy and rules that apply when Ministry of Defence Police (MDP) officers are required to work overtime.

OVERVIEW

MDP officers may be required to work beyond their conditioned hours, or on days that they would not normally be expected to work, namely Z (zero) Days, Rest Days or Public Holidays. Overtime is defined as time worked in excess of conditioned hours, or in the case of those holding the rank of Inspector or above, attendance for extra duty.

EQUALITY AND DIVERSITY IMPACT ASSESSMENT

This policy has been Equality and Diversity Impact Assessed in accordance with the Department's Equality and Diversity Impact Assessment Tool against:

The Part 1 and Part 2 Assessment of this policy is due for review in August 2014.

WHO DOES THIS APPLY TO?

Applies to all police officers, below the rank of Assistant Chief Constable.

TASK 1 – HOW MDP OFFICERS CLAIM FOR OVERTIME WORKING

FOR YOU AS AN EMPLOYEE

WHAT YOU NEED TO KNOW

Conditioned hours

1. Full time Constables and Sergeants are conditioned to work forty hours in any seven day period or, where Variable Shift Arrangements (VSAs) are operated, one hundred and sixty hours, aggregated over a four week roster period. Inspectors and above have no formal conditioned hours and are required to attend for such hours, and on such days, necessary for the performance of duty.

Rest days

2. Chief Inspectors and below, so far as the exigencies of duty permit, are to be granted rest days at the rate of two consecutive days in each period of seven days.

Casual overtime

3. Overtime worked at a time other than on a rest day or Public Holiday is known as “casual overtime”.

The Working Time Regulations 1998 (WTR98)

4. Implications of WTR98 for police officers are contained in the [Policy, Rules & Guidance: Working Time Regulations](#) which limits workers to work no more than an average of forty-eight hours a week in a seventeen week rolling period. While you can choose to work more hours by signing an opt-out, the MDP and Guarding Agency (MDPGA) is committed to reducing the amount of overtime you work. As a rule of thumb, you will not be required to work more than thirty-two hours overtime in any twenty-eight day period (or eight hours per week). Prior approval for you to work to a maximum of forty-eight hours overtime in any twenty-eight-day period must be authorised in writing by your Divisional Commander or your Head of Department.

Other employment or out of hours voluntary duties

5. Secondary employment or voluntary work will count towards your total working time under the WTR98. If you wish to undertake either paid or voluntary work outside of your contract of employment, you must seek permission from your Senior Police Officer (SPO), supervisor or manager. For further details on this policy see [Policy, Rules & Guidance: Outside Appointments and Activities](#).

Overtime limit and threshold

6. The overtime limit is thirty-two hours of overtime in any twenty-eight day period. The overtime threshold is equivalent to the overtime limit.

Rates of payment

7. Rates of payment are determined by the starting time of the working period. For example, where a Public Holiday falls on a Monday payment for a shift commencing at 2200hrs on the preceding Sunday will be made at the normal, Z day or rest day rate as appropriate. However, a shift commencing at 2200hrs on the Monday will be paid at the Public Holiday rate.

Exigencies of duty

8. Exigencies of duty should be interpreted as relating to situations where there is an unavoidable operational need, which necessitates a change of rostered duties. Changes to rosters should be made only after full consideration of welfare, operational and practical circumstances rather than purely on financial grounds.
9. You should be aware that, whatever your personal circumstances or private wishes, you can be required to attend on a Z day, rest day or Public Holiday, according to the demands of the Service. Once you are notified to attend for duty it may become a disciplinary offence if you do not obey that order.

Public Holiday

10. Where 'Public Holiday' is mentioned, this should also be read to mean Bank Holiday. Should you be on short-term detached duty to/from Scotland and England, you will be compensated as if you were working at your parent station. Should you be posted on long-term detached duty, Public Holiday working appropriate to the detached duty station will apply.

British Summer Time (BST)

11. At the commencement of BST, if you are on duty when the adjustment occurs, you will be assumed to have worked the hour advanced, with your conditioned hours being reduced by one hour for the purposes of calculating overtime. At the conclusion of BST, if you are on duty when the adjustment occurs, you will be required to perform one extra hour of duty and you will qualify for overtime, regardless of whether or not you participated in the shorter week at the commencement of BST.

Training courses

12. Additional hours worked on residential training courses are all part of the package and do not attract additional payment. Hours worked on a rest day, or Public Holiday, whilst on a course, should be compensated by Time off In Lieu (TOIL), up to a maximum of eight hours on any day, subject to the needs of the parent station. If TOIL cannot be granted, then no payment can be made. SPOs should make sure however, that good roster management is applied by removing rest days and Public Holidays from a training course.

Claims for overtime

13. Claims for overtime can be subject to audit at any given time by either your line management or MDPGA financial staff. In accordance with [JSP 462: Financial Management Policy Manual](#), the Chief Constable and Divisional Commanders have a responsibility as Budget Holders for accountability of all public funds expended in their control. To provide assurance of this, any expenditure may be checked and verified, and you must retain copies of claims for a period of three years, beyond the end of the financial year in which the claim was made for this purpose.

RANK SPECIFIC CONDITIONS FOR CONSTABLES AND SERGEANTS

14. You may be eligible to receive payment for overtime worked in excess of conditioned hours. Alternatively, in certain circumstances, you may be granted TOIL. Part-time Constables and Sergeants are eligible for compensation in respect of hours worked in excess of the conditioned hours of a full-time officer, at the same rate as a full-time officer, and at the appropriate plain time, rest day or Public Holiday rate in accordance with their agreed hours of attendance.
15. You will be compensated in respect of overtime worked in the following circumstances:
 - When you are required to remain on duty beyond your expected or rostered shift end.
 - When you are recalled between two periods of duty or rostered shifts.
 - When it forms part of a duty for which you were rostered, or expecting to work, and for which you were required to begin earlier than the expected or rostered time, and on a day when you had already completed your normal daily period of duty or rostered shift.

Discounting

16. Where the normal daily period of duty is extended, you will be allowed to count as overtime the actual period worked, provided the extended period is of at least thirty minutes. Therefore, on each occasion when overtime is worked, thirty minutes will be discounted from the overtime payment that arise, subject to a maximum of four occasions in seven days being discounted.

17. Where you are given prior notice that you will be required to work overtime at the end of the shift, that is, you are informed at the commencement of the shift, the first fifteen minutes of the additional time counts as overtime and is not discounted. If you work on a Z day, reimbursement will be made for each hour of duty.

Part time officers

18. The way in which payment for additional and/or overtime payments are made will depend on whether set or fluctuating hours are worked. An explanation of set and fluctuating hours follows:

- Set weekly hours – The payment of additional and/or overtime hours for part time officers who work set hours is based on a seven day period. This is because for each seven day period the agreed conditioned hours worked will always be the same and additional and/or overtime hours worked are easy to identify on a weekly basis. All hours worked in excess of agreed part-time hours up to an overall maximum of forty hours per week (the equivalent of a full time officer's weekly hours), but excluding rest days, are known as **additional hours** and are paid at plain time or can be taken as TOIL. All hours worked in excess of forty per week are classed as **overtime** and are paid at the appropriate compensation rate of time and one third.
- Fluctuating hours – The payment of additional hours and/or overtime hours for part time officers who work fluctuating hours is based on the standard shift period (usually one hundred and sixty hours over a four week shift period). This is because it is only at the end of the shift period, that additional hours and/or overtime worked can be determined. All hours worked in excess of agreed part-time hours and up to one hundred and sixty hours are classed as **additional hours** and are paid at plain time (except free day working with less than fifteen days notice). All hours worked in excess of one hundred and sixty are classed as **overtime** and are paid at the appropriate compensation rate of time and one third. A [HR Form 1948: Weekly Report of a Temporary Variation of Hours for Part-Time Workers/Job Sharers and Part-Time Shift Workers \(Including Absence of Less than One Day Due to Industrial Action\)](#), is used to report additional and/or overtime hours that have been worked. It is the average number of hours worked per week over a shift period that is used to calculate payment for any extra hours worked. For example;

Week	Hours paid automatically by Pay System	Normal hours (rostered hours)	Actual hours worked	Payment
(A)	(B)	(C)	(D)	(E)
1	30	24	36	Additional 3 hours
2	30	32	48	Additional 3 hours
3	30	32	36	Additional 3 hours
4	30	32	12	Additional 3 hours
TOTAL	120	120	132	12 additional hours paid at plain time

19. Step 1 – DBS Civilian HR will calculate the difference between the total hours worked (D) over the four weeks with the number of hours the officer is automatically paid for (B) which gives twelve hours;
20. Step 2 – DBS Civilian HR will divide the difference calculated in Step 1 (twelve hours) by four to give the part time adjustment of three hours per week for each week.

Free Days

21. For the purposes of part time working a Free Day is defined as:

- Any day on which a shift is not rostered to begin;
- Is not a rostered rest day, or a public holiday

The number of Free Days generated will be dependent on the number of hours and pattern worked.

22. For the rank of Constable and Sergeant the conditions of service for Free Days are:
- Where an officer requests to work on a Free Day - If this can be accommodated, the officer will only be granted another day off in lieu, which shall be treated as a Free Day.
 - The officer is required for duty on a Free Day with 15 days or more notice given - The officer will be granted another Free Day in lieu, which shall be notified to the officer within 4 days of notification of the requirement.
 - The officer is required for duty on a Free Day with less than 15 days notice given - In order to calculate the amount of additional hours, or rest day hours, to be claimed the following applies:

- i) *For officers working a set week (a week is a 7 day period starting on a Sunday) - The officer has to be on duty on that Free Day for more than 8 hours and for more than 40 hours during the week in which the Free Day occurred (rest day and public holiday working in that week is discounted).*
 - ii) *For officers working weekly fluctuating hours - The following are added together to calculate the number of hours on duty:*
 - a. The average number of hours the officer is contracted to work in the week in which the Free Day occurred; plus
 - b. The number of hours (if any) the officer worked on any rest day in that week; plus
 - c. The number of hours (if any) the officer worked on any public holiday within that week.
23. The rate of compensation paid for working on a Free Day is dependent on the nature of the duty. If the officer concerned is the only individual to perform the duties/role required they will be entitled to time and a third for each completed period of duty on the Free Day. Alternatively, the officer may choose, within 28 days of the Free Day being worked, to take TOIL at time and one third. Where the criteria detailed have not been met then the officer is entitled to TOIL at plain time for each completed period of duty worked. In circumstances where it would be reasonably practical to have another officer on duty, the officer is entitled to rest day overtime at a rate of time and a half for each completed period of duty. Alternatively, the officer may choose, within 28 days of the free day being worked, to take TOIL at a rate of time and a half for each completed period of duty.
24. For the rank of Inspector and above the conditions of service for Free Days are that irrespective of the circumstances, only a day off in lieu of the Free Day is to be granted. Although every effort must be made to grant TOIL within 12 months, operational commitments within the Divisional area will be the overriding factor that determines whether this is achievable. TOIL is not to be granted if it would require either a Constable or Sergeant to act up when backfilling.

Rest day and Public Holiday overtime

25. You are entitled to receive compensation for overtime working on a rest day or Public Holiday, where you have responded to a call for volunteers, or are otherwise ordered to work. In circumstances where you are permitted to work overtime on a rest day or Public Holiday purely in response to your own request, enhanced compensation will not be made.
26. If you are required to work continuously from a scheduled duty day into a rest day or Public Holiday, you will be paid at the appropriate enhanced rate up to the first hour of rest day/Public Holiday working. Where more than one hour of rest day/Public Holiday working arises, a minimum allowance of four hours at the appropriate enhanced rate will be provided.

27. Compensation will be made for each other occasion on which you are required to work on a rest day or Public Holiday, at the appropriate enhanced rate. A minimum allowance of four hours at the appropriate enhanced rate will be provided, plus the time taken travelling to and from the place of duty up to an aggregate of six hours. Where the period of overtime duty is of six hours or more, compensation for travelling time cannot be made. Part time officers should read [Policy, Rules & Guidance: MDP Pay Details and Enquiries](#) for further details on public holiday entitlements.

Compensation

28. Subject to the provisions of the discounting rules, you are entitled to the following by way of compensation:

- Casual overtime and Z day overtime. Overtime other than on a rest day or Public Holiday overtime is compensated for at a rate of time and a third.
- When the requirement to attend on a Z day is cancelled with less than eight days notice, you can choose to take the Z day or to attend and receive the appropriate compensation for the number of hours originally rostered.
- Rest day overtime. When less than five days notice of a requirement to work overtime is given, rest day overtime is compensated for at a rate of double time.
- When five or more days notice is given (but less than fifteen days), rest day overtime is compensated for at a rate of time and a half.
- When fifteen days or more notice is given (but less than twenty-nine days), the rest day is to be re-rostered and the new date given to you within four days of the date of that notice. You will work the original rest day as a normal rostered shift at plain time rates.
- When the requirement for you to attend on a rest day is cancelled with eight or more days notice (but less than fifteen days), there is no entitlement to compensation and the rest day is to be taken. Where you receive less than eight days notice of the cancellation of the requirement, you may choose between taking the rest day with no compensation, or working with compensation at the appropriate rate and for the number of hours originally rostered.
- When the requirement for you to attend on a Public Holiday is cancelled with eight or more days notice (but less than fifteen days), there is no entitlement to compensation and the Public Holiday is to be taken. Where you receive less than eight days notice of the cancellation of the requirement, you may choose between taking the Public Holiday with no compensation, or working with compensation at the appropriate rate and for the number of hours originally rostered.
- Public Holiday overtime. Public Holiday overtime is compensated for at a rate of double time plus, if you are given less than eight days notice, an additional day off that is to be treated as a Public

Holiday for the purposes of this policy. The additional day off must be notified personally to you within four days of the notice of the requirement to work overtime

Time Off In Lieu (TOIL)

29. TOIL must be granted at a rate equal to that at which paid compensation would be made, subject to the same qualifying rules for claiming paid compensation, including the provision with regard to discounting, and must be taken within three months of the duty worked. Any TOIL not taken within this time will be compensated for by way of an overtime payment at the appropriate rate.
30. You are not obliged to take TOIL where you would be entitled to receive paid compensation, and payment for authorised overtime worked must always be made if requested. Similarly, management is not obliged to authorise TOIL, and must take account of the organisational/business needs and customer requirements when making such decisions. Overtime cannot be used to cover a shortfall caused by allowing other officers to take TOIL.
31. TOIL cannot be taken in advance of the authorised overtime being worked.
32. You cannot accrue more than forty hours TOIL but, once you have arranged to take TOIL that time need not be taken into account when calculating the TOIL accrued.
33. TOIL must be taken before any annual leave is taken but may be taken consecutively.

RANK SPECIFIC CONDITIONS FOR INSPECTORS AND CHIEF INSPECTORS

34. Inspecting Officers are not eligible to receive overtime payments but may be granted TOIL when required to work on a rostered Z day. Those holding the rank of Inspector or above are not entitled to TOIL, except for those circumstances detailed in Compensation below. Other conditions apply when an Inspecting grade is required to work on a rest day or Public Holiday.

Rest day and Public Holiday working

35. You will be required to work a full day, when required for duty, on a rest day or Public Holiday.

Compensation

36. You will be entitled to the following by way of compensation:

- **Z day working**. You will not be entitled to paid compensation, when you are required to work on a Z day, but you may be granted TOIL, within twelve months of the date when the Z day was worked, subject to operational commitments, at a rate equal to the number of hours worked. It should be noted that TOIL will not be granted to you if it would require an officer of a lower rank to substitute when backfilling.
- **Rest day and Public Holiday working**. Where you are required to work on a rest day or Public Holiday, compensatory payment will not be made, but TOIL should be granted within twelve months of the day the duty was worked. One day only will be granted in compensation for each occasion when a rest day or Public Holiday is worked in full.

RANK SPECIFIC CONDITIONS FOR SUPERINTENDENTS AND CHIEF SUPERINTENDENTS

37. Superintendents and Chief Superintendents are not eligible for overtime. So far as the exigencies of service permit, you are allowed eight leave days (in lieu of rest days) in each period of twenty-eight days.
38. When the exigencies of duty preclude this, during the following twelve months you should, as far as the exigencies of duty permit, be granted the number of days as additional leave days.
39. You are entitled, so far as the exigencies of duty permit, to a day's leave on each Public Holiday. When the exigencies of duty preclude that, you should be allowed, during the next twelve months and so far as the exigencies of duty allow, an extra day's leave in lieu of each day not allowed.

WHAT YOU NEED TO DO

Claiming overtime

1. Claims for overtime payment or TOIL for additional time worked should be completed and submitted by full time Constables and Sergeants on a weekly basis on [HR Form 260: Weekly Overtime Claim for Full Time Workers \(excluding Shift Workers\)](#), and for part time officers on a monthly basis using [HR Form 1948: Weekly Report of a Temporary Variation of Hours for Part-Time Workers/Job Sharers and Part-Time Shift Workers \(Including Absence of Less than One Day Due to Industrial Action\)](#). Officers are to enter the hours for each completed fifteen minutes of overtime worked. DBS Civilian HR will hold the overtime data for a minimum of four years. You should submit claims on-line via the designated ASTAR station contact or submit your claim form to DBS Civilian HR (contact details are on the form).

2. During your probationary period, you must submit claims in relation to overtime through your line manager or supervisor for countersignature. Your line manager must make sure that you are given sufficient guidance and advice to enable you to submit claims without supervision.

FOR YOU AS A MANAGER AND/OR A SENIOR POLICE OFFICERS (SPO) AND OTHER APPROPRIATE SUPERVISORS

WHAT YOU NEED TO KNOW

General approach

1. The Ministry of Defence Police and Guarding Agency's (MDPGA) operational policing tasking is agreed and detailed in Customer Supplier Agreements (CSA) for each establishment where the MDP are located. It may be necessary, on occasion, to employ officers on overtime in order to meet an essential but additional task.
2. The overriding principle, which you must always consider in relation to overtime working, is the fact that you must make sure the deficiencies in manpower at your station or detachment do not significantly reduce security or other essential police commitments. Overtime will not be used to cover a shortfall caused as a result of allowing officers to take time off in lieu (TOIL).

Management of overtime working

3. Overtime must be authorised by the appropriate line manager/supervisor, SPO or Head of Department. Although it is a condition of service that MDP officers may be required to work overtime, including working on a scheduled rest day, Public Holiday or Z day, when considering the working of overtime, you must consider the following points:
 - The re-arranging or combining of duties to enable the essential tasks and commitments to be covered by existing officers.
 - No officer will be required to work overtime to perform routine tasks which can be covered by applying overtime saving procedures.
 - Where there is a requirement to cover essential duties by the use of overtime working, volunteers will be sought in the first instance, subject to the Order of Precedence (see below). Where it has been established, following reasonable efforts, that no, or insufficient, volunteers are available, an officer may be required to work overtime to cover essential posts, to the maximum of eight hours overtime per week (thirty-two hours in any twenty-eight day period). Once the service of a volunteer, either for rest day working, or ordinary overtime, has been accepted and arranged for a particular period (except for Z days), they will be regarded as being rostered for the period in question.

- Tours of duty in excess of twelve hours should be avoided whenever possible and the number of overtime hours should take account of an officer's health, efficiency and harmonious family life, but are subject to the exigencies of duty.
- SPOs should make sure that good roster management is applied by removing rest day and Public Holidays from training courses.
- Where a VSA is in place, a SPO is charged with making sure that officers under their command are available when required for additional attendance on Z days.

Z day working - Order of Precedence

4. Officers will not normally be required to work on a Z day unless there is a clear and exceptional requirement for operational duty. In such circumstances, officers will be personally notified of the requirement. Beyond the practice, whereby an officer who is already on duty may be required to extend their duty time into overtime, the MDP Management Board decided in 2001 that the order of precedence for overtime was to be as follows, recognising that the Defence Police Federation have not agreed with this specific statement and continue to make representation to have it removed:
 - Officers on Z/Free days (volunteers).
 - Officers on Z/Free days (detailed for duty).
 - Officers on rest days (volunteers).
 - Officers on rest days (detailed for duty).
 - Officers recalled from annual leave.

Monitoring

5. Overtime must be monitored for the purposes of the European Working Time Directive which is detailed in the [Policy Rules & Guidance: Working Time Regulations](#) and must be reported to Business Development by Divisional Commanders and Heads of Department, who must provide accurate reasons why authority has been given for any officer to work in excess of the overtime limit.

TASK 2 – HOW MDP OFFICERS CLAIM FOR TRAVELLING TIME

DESCRIPTION

The policies and rules that apply when MOD Police officers spend time on official travel outside conditioned working hours (see [Policy, Rules & Guidance: Civilian Detached Duty Expenses](#) where and if applicable)

OVERVIEW

As an MOD Police Officer, you may, during your career be required to travel outside your conditioned hours.

Time spent on official travel within conditioned hours is regarded as work and covered by salary.

Senior Police Officers and Heads of Departments are responsible for ensuring that no unnecessary time is spent on travel.

WHO DOES THIS APPLY TO?

- MDP Police Constables and Sergeants only, inspecting ranks and above as non-overtime grades are not entitled to claim travelling time.
- This applies if you receive no other form of payment for official travel outside conditioned hours. They **do not** apply if you:
 - Are considered to be working while travelling, e.g. you are a Unit Beat Officer on patrol;
 - Travel regularly as part of your normal terms and conditions of service

FOR YOU AS THE EMPLOYEE

WHAT YOU NEED TO KNOW

Authorisation

- If you are eligible to claim Travelling Time, you will either be paid or be allowed time off in lieu for time spent on official travel.
- Travelling time will be paid at the appropriate rate, subject to the rules in the MDP overtime policy.
- The amount of time off in lieu is calculated on the same basis as paid travelling time.
- You should make every effort to avoid arranging travel outside of conditioned hours.

Calculation of travelling time – how much to claim

Time recognised for the purposes of travelling time is calculated as below.

- Home is the place where you normally live when working at the permanent or normal duty station or the place at which you normally leave a vehicle overnight when working at this duty station. If you are living away from home following a temporary transfer, the place where you live during the week is regarded as home for the calculation of travelling time and the place at which you work during that period is regarded as the permanent station for these purposes.
- If you are sent on detached duty to a location but to your home under the concessionary weekend travel arrangements, travelling time will be restricted to the first journey and the final journey to or from the detached duty station or training venue.

TRAINING AND FURTHER EDUCATION/COURSES AND DETACHED DUTY

For the purposes of the above, the rules that govern when Travelling Time is payable are derived from those that apply to MOD Broader Banded Civil Servants. *The rate at which compensation will be calculated, however, will be in accordance with the rules applicable to overtime compensation and set out elsewhere in this document.*

If you undertake training, attend further education, courses or detached duty away from your normal place of work you will revert to an eight hours shift

pattern for the duration of that duty for the purpose of calculating travelling time. The only exception would be if the detached duty station is working a VSA shift pattern where you will adopt the shift pattern in operation.

Detached Duty

- If, on a duty day, you work and travel and the hours so spent are less than your daily conditioned hours, it will be assumed that your conditioned hours have been completed., e.g. if conditioned hours for the day are eight hours and three hours are worked and four hours spent on duty travel, it reckons as eight hours worked.
- If you work less than the conditioned hours for the day, but the time spent working **and** travelling exceeds them, the excess hours count as travelling time, e.g. if conditioned hours for the day are eight hours, four hour's work and seven hours' official travel reckons eight hours towards conditioned hours and three hours for travelling time. (See below for rules on travelling time associated with training courses).
- If, on a duty day, you work longer than conditioned hours and also travel, e.g. if conditioned hours for the day are eight hours, nine hours worked and two hours' official travel reckons that the extra working hours are added to the total weekly working hours for overtime purposes, and the travelling time paid additionally. No period of time qualifies for payment of both overtime and travelling time.
- Your normal "home to duty" time must be deducted from any claim.
- Waiting time incurred on official journeys may be paid for as travelling time if you cannot use it productively.
- Travel to/from promotion boards/Interviews counts for travelling time purposes if it takes place outside conditioned hours.

Training and Further Education/Courses

- When calculating travelling time in relation to training it is assumed that you have completed the conditioned hours – provided that the hours of the course are not more than one hour less per day than conditioned hours: (e.g. if the hours of the course are less than the conditioned hours to be worked, then travelling time may only be claimed if the total hours of the course and travel time exceed those hours).
- If you attend internal or short, full or part time external training courses, you may claim payment for travelling time.
- If you attend a full-time further education day-release course, sandwich course or bursary, you are not eligible for travelling time.

- If you attend an official course lasting more than one week, you may claim mileage to travel home at weekends, but if weekend accommodation is provided, you cannot claim travelling time. However, if weekend accommodation is not available and you choose to travel home, you may claim payment for travel time or equivalent time off.
- You may not claim subsistence for the time spent travelling during the middle weekend, even if it falls on a Rest Day, if the course lasts longer than one week.

Sleeping during travel

- If you occupy a sleeping berth, the hours between 10.00pm and 6.00am must be deducted from the actual time spent on the journey. However, if you occupy a first-class seat for a night journey, rather than a standard-class seat and a sleeper, you may claim travelling time in full, i.e. you do not deduct the eight hours, but must state this on the claim form. This assumes that you are otherwise eligible to claim travelling time.

Overseas travel

- The rules of this section apply to UK-based civilians, including MDP, serving abroad who travel away from their overseas headquarters or base on official business. All time necessarily spent on the journey outside conditioned hours, including waiting time (see above), may be allowed to reckon within the normal limits, but the hours from 10.00pm to 6.00am must be deducted from the time if you occupy a sleeping berth or the aircraft is delayed and you are provided with overnight accommodation.
- A notional one day's conditioned hours must also be deducted where an additional rest day is allowed after arrival and before you take up normal duty.
- If you are eligible for travelling time within the UK, you may be paid travelling time for the outward journey to the overseas station, and the return to the UK under the conditions given above if you travel by air; however, this is not paid if the visit attracts Cost of Living Additional (COLA) e.g. to or from an overseas posting.
- If you cross from one time zone to another during a single journey, the local time at the point of departure should be used as the base for determining the length of time that the journey takes. The whole ensuing journey should be treated as falling within the same time zone as the departure point. It will be this journey time that will receive any rest day enhancement, as appropriate.

- If you are on an international mission deployment and in receipt of MOD allowances (in lieu of overtime) associated with that mission, you will not be entitled to travelling time.

How to claim

- Claims for payment for travelling time under these rules should be made as soon as possible after the journey. You can claim by using the appropriate manual [HR Form 1905: Claim for Payment of Travelling Time \(Not Subject to Limitation\)](#) (not via HRMS).
- If you claim payment for travelling time that involves an overnight journey, you must certify on the claim form that you did not occupy a sleeping berth – even if you were not given a warrant for one.

The rules listed above **do not** apply to MDP for Recall to Duty, Rest Day and Public Holiday working at the normal or permanent duty station.

RECALL TO DUTY, AND REST DAY AND PUBLIC HOLIDAY WORKING

For the purposes of the above, the rules that govern when Travelling Time is payable are derived from Home Office Police Regulations. Recall to Duty applies when an officer attends for additional duty at their Permanent or Temporary Duty Station where the Temporary Duty Station has been defined in a posting notice or is their “normal” duty station. *The rate at which compensation will be calculated will be in accordance with the rules applicable to overtime compensation and set out elsewhere in this document.*

- Travel on a Z day for the purposes of recall to duty, will not attract the payment of travelling time or time off in lieu.
- Officers may claim the time taken travelling to and from the place of duty up to an aggregate of six hours when recalled to duty or working on a rest day or public holiday. A minimum allowance of four hours at the appropriate enhanced rate will be provided plus the time taken travelling to and from the place of duty up to an aggregate of six hours. Duty time is to be included in the six hours, and therefore if an officer’s shift is longer than six hours, the officer is not entitled to claim travelling time.
- Example: An officer’s normal travelling time from home to duty and return is two hours:

Two hours worked plus two hours travelling – four hours duty time and two hours travelling time

Three hours worked plus two hours travelling – four hours duty time and two hours travelling time

Five hours worked plus two hours travelling – five hours duty time and one hour travelling time

Seven hours worked plus two hours travelling – seven hours duty time

How to claim

- Claims for payment for travelling time must be made as soon as possible after the journey.
- Until such time as it is possible to do so, claims for Travelling Time for MDP officers must be submitted manually on [HR Form 1905: Claim for Payment of Travelling Time \(Not Subject to Limitation\)](#), and not via HRMS.

Travel on Permanent or Temporary Transfer

- Travelling time is not payable for the daily travel to your normal duty station.

FOR YOU AS A LINE MANAGER

You should make yourself familiar with the rules aimed at employees together with the additional guidance below.

- You are responsible for ensuring that, wherever possible, travel to and from detached duty stations is undertaken within conditioned hours.
- Managers should ensure that officers receive their entitlement to re-rostered rest days whilst on detached duty or on return from detached duty.
- Managers should avoid, as far as they are possibly able travel on a day designated as a Rest Day or Public Holiday.
- Where possible and in the interests of good roster management managers should attempt to arrange courses where there are no public holidays or rest days. However should this occur, then line managers must ensure that officers receive their entitlement to TOIL or re-rostered rest days as appropriate.