



## ANNUAL LEAVE

When an officer registers a period of Annual Leave; that is exactly what it is.

Once submitted and approved it should not be changed or ex-changed for rest days without the express permission of the officer.

Compensations differ if or when days off are cancelled and an officer may suffer a detriment if Annual Leave is substituted by rest days.

Remember any cancelled rest days should be allocated (re-rostered) within 4 days of the cancellation to another date in the roster. Also any excess Annual Leave remaining untaken at the end of a leave year will be lost if it exceeds the number of days allowed to be carried over into the next leave year.

Challenge any occasion where rest days are used to replace Annual Leave.

### How much Annual Leave am I entitled to?

<b>Length of police service</b>	<b>Days</b>	<b>Hours equivalent</b>
Less than 2 years	22	176
2 or more years	25	200
10 or more years	27	216
15 or more years	28	224
20 or more years	30	240

Whereas the entitlement is expressed in days, if an officer is working a VSA, they would have an equivalent entitlement of those not working on a VSA, and this is often granted in hours. If you work part time hours, you are entitled to the same number of Annual Leave days as a full time officer. However, each day will have a pro-rata value according to your agreed hours of duty.

### Working on Annual Leave

Where you are recalled (e.g. to attend court or for some other operational requirement), or where you are otherwise required to work during a scheduled period of absence from duty, which included at least one day of Annual Leave, you are entitled to receive compensation as detailed below:

a. If recalled or required to work where the scheduled period of absence from duty of one or two days: where recalled on an Annual Leave day, you are entitled to another day of Annual Leave.

b. If recalled or required to work during any scheduled period of absence from duty of three or more days where at least one day is an Annual Leave day and the other days are rostered rest days, days taken as time off in lieu (TOIL) of overtime worked, public holidays, or free days (or days taken in lieu of such): where the day of recall is either a day of Annual Leave or TOIL, the officer will have a choice as to how to take compensation for being recalled to duty on that day or those days.

The table below summarises the leave and pay available as compensation:

<b>Number of days recalled</b>	<b>Entitlement or otherwise being required to work</b>
1	2 days leave OR 1 days leave plus 1 days pay at double time
2	4 days leave (each 2 days may be exchanged for 1 days leave plus 1 days pay at double time)
3	5 1/2 days leave*
4	7 days leave*
5	8 1/2 days leave*

\* In respect of the first 2 days of recall (or otherwise being required to work), the entitlement is 4 days leave, and each 2 days may be exchanged for 1 days leave plus 1 days pay at double time. After the first 2 days of recall (or otherwise being required to work), any additional days will receive an additional 1 1/2 days leave or 1 days leave plus 1/2 days pay at double time.

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