PNB Circular 2016/01 (Advisory)

POLICE NEGOTIATING BOARD

Independent Secretary:
Gordon Smith
Scottish Government
GW.15, St Andrew's House
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POLICE NEGOTIATING BOARD AGREEMENT

1. The Official and Staff Sides of PNB have reached agreement on the carry-over of statutory annual leave into the next leave year. Details are set out in the attached memorandum.

2. This PNB Circular remains advisory until specific approval from Scottish Ministers has been given and does not confer authority* to implement the agreement. Once approval has been given, it will be communicated in a Scottish Government circular. In due course, the relevant Minister will make formal determinations.

3. Any enquiries about this circular should be addressed to the Independent Secretariat at the Scottish Government ☎ 0131 244 5048, to the Official Side Secretary ☎ 020 7187 7341 or the Staff Side Secretary ☎ 0300 303 0027. Enquiries to the Independent Secretariat relating to the interpretation of this circular should be made in writing.

5 August 2016

* PNB Circulars form a single numerical series. Those which in themselves provide authority to implement an agreement carry the serial number alone, while those which are purely advisory are designated as such after the serial number.

MEMORANDUM

Carry-Over of Leave

• Officers are required to take their statutory annual leave (20 days, pro-rated for part-time officers, in line with the EU Working Time Directive) before their occupational annual leave (the balance of their total annual leave entitlement under Police Regulations).

• If an officer is unable to take statutory annual leave, in whole or in part, due to being on sick leave or on maternity, adoption or shared parental Leave, the outstanding statutory leave will be carried forward into the next leave year.

• Any statutory annual leave carried over must be taken within 15 months of the end of the leave year in which it accrued.

• An officer who is on sick leave, maternity, adoption or shared parental leave does not have to request to take or carryover his or her statutory annual leave in order to have it carried over into the next leave year.