

FORCE YEAR - FORCE WEEK - FORCE DAY

It is important everyone understands the importance defining the force day, week and year. Once defined these, in tandem with the duty roster are the basis on which all duties, rest days, public holidays, annual leave and overtime payments are calculated.

Force Year

It is important the force year is defined for annual leave and pay purposes. The annual leave year is a period of 12 months commencing after 31st December [1]. Annual leave should be spread throughout the leave year. Annual leave can also be allocated. For pay purposes the force year means a period of 12 months beginning on the 1st April [2]. The importance of the pay year is clear when it comes to establishing the qualifying point at which 'acting' salaries are paid. Concessionary trips, for officers in island stations, are allocated during the pay year.

Force Week

The Chief Constable may fix any seven-day period as the force week [3]. The force week in this force is seven days starting on a Saturday. If annual leave is allocated, the periods in which it is allocated are determined by the force week. The importance of the force week is evident when it comes to deducting 30 minutes of unplanned overtime.

Force Day

The force day is a period of 24 hours commencing at a time fixed by the Chief Constable [4]. The Chief Constable is entitled to set different times for different areas. The force day generally coincides with the early shift in your location, usually 7am. The importance of the force day is particularly evident when overtime is worked from one force day into another.

- [1] Regulation 33 Police (Scotland) Regs 2004 Annex O 1(b)
- [2] Regulation 27 Police (Scotland) Regs 2004 Annex I (11)
- [3] Regulation 25 Police (Scotland) Regs 2004 Annex G (B)(4)
- [4] Regulation 22 Police (Scotland) Regs 2004 Annex E 7(a)
Regulation 25 Police (Scotland) Regs 2004 Annex G (B)(5)
Regulation 33 Police (Scotland) Regs 2004 Annex O 7(a)

Please note. These guides can only be guaranteed as accurate on the date shown. The principal source of reference on regulatory matters are the Police (Scotland) Regulations 2004. Issued by the Northern Joint Branch Board, Scottish Police Federation. 1st October 2004.