

WHAT AM I ENTITLED TO

If I work overtime at the end of my rostered shift?

The first thing to establish before answering this question is whether the overtime worked was planned or unplanned.

Planned overtime is generally accepted as overtime you were aware you would be working, prior to the start of your rostered shift.

Assuming the overtime is planned, you are entitled to claim all additional completed periods of 15 minutes duty at the appropriate enhanced rate [1].

Unplanned overtime is more complicated. It is important you understand when the force week starts. Refer to "**Force Year - Force Week - Force Day**".

You are not entitled to claim either for payment or toil the first 30 minutes of additional duty, on the first 4 occasions in any week. [2]

As the force week is fixed, it is simply not possible to claim for the first 30 minutes of all unplanned overtime worked on at least the first 4 days of that week. When rest days are included the first 4 'disregarded' days in the week could well be the last 4 days, making it virtually impossible to claim the first 30 minutes on any genuine unplanned overtime.

After this deduction is made you are entitled to claim all other additional completed periods of 15 minutes duty at the appropriate enhanced rate [1].

In some areas of the force, local instructions exist that demand certain duties, e.g. completing write offs on the computer, are completed prior to the conclusion of duty. If as a direct consequence of such local instruction you work additional time beyond your rostered tour of duty, it would not be acceptable to deduct 30 minutes.

Similarly if the requirement for overtime is known in advance of your rostered shift, e.g. an officer reporting unfit for duty, but you were not advised until after your shift had commenced, it would not be acceptable to deduct 30 minutes.

If as a result of 'working on' you work into a rest day or public holiday refer to "**What am I entitled to if I work overtime into a rest day / public holiday**"

[1] **Regulation 25 Police (Scotland) Regs 2004 Annex G (A)(4) and (5)**

[2] **Regulation 25 Police (Scotland) Regs 2004 Annex G (A)(7)**