**Police Staff**

**Shift Pattern Week 1 - 10**

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| **Name:** | CSI Shift pattern | **Collar Number:** |       |
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| **Service Unit:** | Scientific Support | **Relief:** |       |
|  |
| **Proposed Start Date:** |       |  |
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**Please note that if any of the following items are missing from your grid when it is received it will NOT be checked by People Services and it will be returned to you until the grid is fully completed.**

1) The FIRST day of the pattern MUST be shown in RED and in BOLD

**2) Please use 24 hour clock when entering shift times**

3) Free days are to be shown as FD

4) Rest days are to be shown as R/D

5) The total number of hours worked per week (end column) MUST be completed as MUST the total number of hours in the pattern

6) PLEASE note that the pay system is not able to pay e.g. 0.10 of hour – ALL shift patterns must equate to 15 minutes/ 30 minutes/ 45 minutes/ or whole hours per week on average

7) To comply with the Working Time Directive, please ensure there is a minimum of 11consecutive hours rest per day

8) The pattern submitted should NOT include any pre- booked annual leave/ TOIL/ RDIL it needs to be representative of the pattern you will work

9) Your line manager MUST check the pattern and answer the questions outlined below, it is your line managers responsibility to submit the pattern to People Services either electronically or in an unregistered file

10) If you are increasing/reducing your working hours then this grid must be accompanied by form A06-10A

Meal breaks for Police Staff are **Unpaid** and therefore the following needs to be considered when compiling a shift rota:

Number of hours Unpaid Refreshment time Decimal

Less than 6 hours 0 minutes 0

6 hours and over but less than 9 30 minutes 0.5

9 hours and over but less than 10 45 minutes 0.75

10 hours or more 60 minutes 1

Please note, if you are going to work a full time (37 hours) standard Monday – Friday week and you are on flexi time, your meal break will be 36 minutes, to allow each day to be a 7.4 hour day.

Example as follows:-

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|  | **Mon**ShiftLength | **Mon**excludingmealbreak | **Tue**ShiftLength | **Tue**excludingmealbreak | **Wed**ShiftLength | **Wed**excludingmealbreak | **Thur**ShiftLength | **Thur**excludingmealbreak | **Fri**ShiftLength | **Fri**excludingMealbreak | **Sat**ShiftLength | **Sat**excludingMealbreak | **Sun**ShiftLength | **Sun**excludingMealbreak | Total hoursexcluding mealbreaks |
| Week 1 | 1 | 10x22 | 11 | 08x17 | 8.25 | 08x14 | 5.5 | RD | 0 | RD | 0 | 09x20 | 10 | 06x13 | 6.5 | 41.25 |

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|  |  | **Mon**ShiftLength | **Mon**excludingmealbreak | **Tue**ShiftLength | **Tue**excludingmealbreak | **Wed**ShiftLength | **Wed**excludingmealbreak | **Thur**ShiftLength | **Thur**excludingmealbreak | **Fri**ShiftLength | **Fri**excludingMealbreak | **Sat**ShiftLength | **Sat**excludingMealbreak | **Sun**ShiftLength | **Sun**excludingMealbreak | Total hoursexcluding mealbreaks |

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| Week 1 | 1 | **RD** | 0 | 12x9 | 8.25 | 12x9 | 8.25 | 12x9 | 8.25 | 8x5 | 8.25 | 8x4 | 7.5 | 8x4 | 7.5 | 48 |
| Week 2 | 8 | 8x4:15 | 7.75 | RD | 0 | RD | 0 | RD | 0 | 12x9 | 8.25 | 1x9 | 7.5 | 1x9 | 7.5 | 31 |
| Week 3 | 15 | 12x9 | 8.25 | 8x5 | 8.25 | 8x16:30 | 8 | 8x4 | 7.5 | RD | 0 | RD | 0 | RD | 0 | 32 |
| Week 4 | 22 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Week 5 | 29 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Week 6 | 36 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Week 7 | 43 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Week 8 | 50 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Week 9 | 57 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Week 10 | 64 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| --- | --- |
| Total number of hours for pattern | 111 |
| Average hours worked per week | 37 |

Line Manager Responsibilities:

Does this proposed shift pattern meet the needs of the Role, Team, Service Unit and Force? Yes / No

Does the total number of hours for the proposed shift pattern add up? Yes / No

Has the first day of the proposed shift pattern been highlighted? Yes / No

Is the proposed shift pattern Working Time Directive, i.e. Minimum 11 consecutive hours rest per day? Yes / No

**If this is accompanied by a request for flexible working form (A06-10A) then YOU MUST contact your HR Business Partner without delay as there are legal time limits for the force to respond to these.**

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| Signed: |       | Date: |       |

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| **Office Use Only** |
| Station Level | Relief Name | Shift pattern Name |
|       |       |       |
| [ ]  Check all leave in DMS and Oracle match [ ]  check RDIL page and void any which relates to Bank Holidays |
| Variable Meal Break [ ]  Yes [ ]  No If Yes: [ ]  Notify System Admin [ ]  Update Spreadsheet [ ]  Recalculate additional entitlement |
| Movement Order Updated |
| Signed: |       | Date: |       |