

Hours, Overtime & Travelling Time

1. Introduction

This procedure details the Forestry Commission's approach to hours, overtime and travelling time, including the following areas:

- employees' contractual arrangements with regard to their hours of attendance;
- the requirement to provide employees with meal and rest breaks, in line with the Working Time Regulations 1998;
- the entitlements to claim overtime, travelling time and on-call allowance;
- the rates payable; and
- the specific arrangements for pay band 2 staff.

2. Hours of attendance

2.1 Contractual hours

The number of hours that you are required to work per week is detailed in your contract of employment. Information on the standard contractual hours in the Forestry Commission are detailed [HR Policy – Hours, Overtime & Travelling Time](#).

If you fail to work your contractual hours then your manager may take disciplinary action.

2.2 Working pattern

The standard working pattern for full-time non-operational posts is:

Monday-Thursday	8.30 - 17.00
Friday	8.30 - 16.30

If you work part-time or have an agreed flexible working arrangement (see [Section 4](#)) then your working pattern will be confirmed in writing.

Alternative arrangements may be made to set a working pattern which is in line with local operational requirements. Your manager will advise you of any local arrangements concerning start and finish times, hours of attendance and reporting for work.

Where your working hours vary each week, including where a flexi-time system is in operation (see [Section 4.2](#)), your average weekly hours worked over an agreed period should equal your contractual hours.

2.3 Change of hours or working pattern

You will receive written confirmation of any agreed changes to your contractual hours or working pattern. If you are management posted, successfully apply for a promotion or level transfer or agree to Temporary Responsibility Allowance (TRA), you will be advised if you are to adopt the hours and working pattern of the new role. This will generally apply whether your role is permanent or temporary, for example on detached duty.

2.4 Time keeping

Your manager will monitor your arrival and departure times to ensure that your contractual hours are worked. You have a personal responsibility to attend work at the agreed times and your manager may consider disciplinary action if your time keeping becomes a cause for concern.

2.4.1 Late arrival

Your manager may excuse late arrival at work for urgent personal reasons or emergencies, for example exceptional weather conditions or other unforeseen travel delays. However you are expected to allow adequate time for your journey to work, taking possible travel disruptions into consideration where possible.

If you are going to arrive late because of a hospital, doctor or dentist appointment you should notify your manager in advance.

Where your manager is satisfied that the late arrival is justified, you will not be expected to make up lost time. For further information on medical appointments see [HR Procedure – Sick Leave & Sick Pay](#).

3. Meal breaks and rest breaks

Standard hours in the FC typically include a notional one hour break for lunch each day. Your lunch break can be varied to meet local operational needs, for example:

- where there are arrangements for flexible working hours or flexi-time systems are in operation (see [Section 4](#)), a shorter or longer break is usually allowed;
- where transport facilities are limited, a shorter period may be allowed to enable staff to adjust their working pattern to fit in with the local transport service; or
- where shorter breaks are taken to meet the requirements of management or staff.

On health and safety grounds, you must take a meal break of at least half an hour.

Rest breaks in the morning and the afternoon may be agreed in discussion with your manager, but must not exceed 15 minutes. Any other breaks must be agreed by your manager in advance.

If there are exceptional operational reasons that prevent you from taking your breaks then you are entitled to time off in lieu (TOIL) (see [section 9.3](#)) or you may be compensated at Plain Time Rate (see [Appendix 1](#)). Legally you must comply with [HR Guidance – Working Time Regulations](#).

4. Flexible working arrangements

4.1 Flexible working

The term 'flexible working' covers the different arrangements for organising your working time, including the hours you work, the number of days you attend or the location your of work.

The FC recognises the importance of balancing work and home life and offers a range of flexible working arrangements to help you do this. For more information, please refer to [HR Policy and HR Procedure – Flexible Working](#).

4.2 Flexi-time systems

Flexi-time is an example of a flexible working arrangement which allows you to self-manage your working time by: varying arrival and departure times; varying the length and timing of lunch breaks; and taking time off if extra hours are built up.

There is no single flexi-time system that operates across the FC, however some of the larger offices do offer flexi-time and your manager can provide details. Local flexi-time systems may be revised, if necessary, or new schemes set up, after discussion with staff and consultation with local Trade Union representatives.

If there is evidence that you have misused the flexi-time system, you may be temporarily or permanently suspended from using the system. If you are found to have made fraudulent claims for flexi-time credits, this will normally be treated as gross misconduct and managed in line with [HR Procedure - Discipline](#).

If you have a credit or debit balance in the flexi-time system on your last day of employment with the FC then your final pay may be adjusted accordingly.

5. Overtime

Your manager may ask you to work overtime where there is a business need for you to work more than your weekly contractual hours. Overtime can only be claimed once your contractual hours have been worked and it is not based on hours worked on a particular day but the total hours worked in a week.

You should only work overtime if your manager has agreed in advance that it is necessary. Managers will usually ask for volunteers, however where this is not possible you will be given at least 48 hours notice that overtime is required. You will only be asked to work overtime at weekends as a last resort.

5.1 Eligibility to claim payment for overtime

5.1.1 Non-operational staff (pay bands 3-7)

If you are employed in a non-operational pay band then you will be entitled to payment for any overtime worked.

Part-time staff must work up to full-time hours before enhanced overtime rates apply.

5.1.2 Operational staff

If you are employed in an operational pay band (PB5(op) or PB6a(op)) then you are not eligible for paid overtime. Your operational pay is higher than the non-operational equivalent in lieu of overtime / travelling time payments. However, time off in lieu may be allowed if you have worked excessively long hours of extra duty at weekends or on privilege/additional holidays.

5.2 Payment rates

The rate of overtime that you will be paid will depend on your pay band, when the overtime is worked and your working pattern. The rates of payment for overtime are available in [Appendix 1](#) and further details for full-time staff are provided out in [Appendix 2](#) and for part-time staff in [Appendix 4](#).

Different arrangements apply for staff in pay band 2, please refer to [Appendix 5](#) for more information. Staff in pay band 1 are only entitled to payment for overtime worked on a privilege/additional holiday.

5.3 Minimum attendance credit for planned overtime weekends or public holidays

If you have agreed in advance to work overtime at the weekend (Saturday or Sunday) or on a Public Holiday, you will be paid for a minimum of 2 hours of overtime, even if the actual work takes less than 2 hours. If you are required to attend twice or more on the same day and the total time worked is less than 2 hours, you will only be entitled to claim 2 hours of overtime for the day. For example, if you attend work twice in one day and work 45 minutes each time, you would only be entitled to claim 2 hours of overtime in total. If you work two or more periods in one day and the total overtime worked exceeds 2 hours, you should claim for the hours you actually work.

5.4 Privilege/additional holidays

If you are required by your manager to work on a privilege/additional holiday you will be allowed time off in lieu for the hours worked during your normal working hours for that day. The process for claiming time off in lieu is detailed in [Section 9.3](#). At your manager's discretion, payment at Plain Time rate can be made for these hours.

If you work more than your normal contractual hours then you can claim payments for overtime at the Monday-Friday rate. These rates are detailed in [Appendix 1](#) and further details for full-time staff is provided in [Appendix 2](#) and for part-time staff in [Appendix 4](#).

5.5 Unplanned overtime

It may not always be possible for your manager to give you advance notice that overtime will be required, for example if you need to attend work in response to an emergency or while you are on-call (see [Section 8](#)).

If you are unexpectedly called into work less than 3 hours before your normal starting time, or if the period of overtime ends within 3 hours of your normal finishing time, the time that you have worked will be treated as continuous, i.e. as if no break has occurred.

If you are called into work more than 3 hours before your normal starting time, or if the period of overtime ends more than 3 hours after your normal finishing time, you are entitled to claim a minimum of 3 hours overtime, even if the work has taken less than 3 hours.

5.5.1 Unplanned overtime exceeding 2 hours

Where the period of unplanned overtime exceeds 2 hours you will be entitled to claim an extra hour of overtime, in addition to the hours actually worked. This applies regardless of whether you are in receipt of an on-call allowance ([Section 8](#)). If you are called into

work twice or more during a spell of on-call duty, the total number of hours claimed cannot exceed the number of hours that would have been claimed if you had been at work continuously from the start of the first period of overtime to the end of the last period.

5.5.2 Night duty payment rate (emergency work)

Occasionally your manager will require you to attend work in response to an emergency, such as fire duty, between 11pm and your normal starting time the next day. A Night Duty Payment Rate for actual hours worked will be due and this is equivalent to Double Time rate ([see Appendix 1](#)).

5.6 Employees working rostered hours

If you work on a rostered basis, your duties may require you to work variable days and / or hours, which may include evenings, weekends and public/privilege/additional holidays (PPAs). You will not be paid additional hours or overtime rates for hours worked as part of your roster (including evenings, weekends and PPAs) unless you have worked in excess of your contractual hours.

Where you work on a PPA, you may be allowed to take time off at another time, equal to the number of hours worked on the PPA in accordance with [Appendix 2](#) (full-time employees) or [Appendix 4](#) (part-time employees). This should be deducted from your PPA allowance.

If you agree to work on a day that has not been rostered in advance (including a Saturday, Sunday or PPA) you will be paid overtime rates in line with [Appendix 2](#) (full-time employees) or [Appendix 4](#) (part-time employees). If you are paid overtime for working on a PPA, that day will be deducted from your PPA allowance.

If you work on an annualised hours contract your working hours calculation will be based on your net hours, which have already taken into account PPAs and annual leave.

5.7 Training courses

Overtime payments to full time staff, as detailed in [Appendix 2](#), are made in circumstances where flexible working patterns apply, for example compressed working weeks or nine day fortnights, and:

- they are required to attend a training event during standard working hours (0830 to 1700, Monday to Thursday; 0830 to 1630 on a Friday) on a day or at a time they would not normally be working; and
- they have already completed their contractual hours that week.

Part-time staff attending a training event will be paid for any additional hours in line with [Appendix 4](#).

You should attach your course timetable to your claim for overtime payments or for time off in lieu. The process for claiming overtime payments or time off in lieu is detailed in [Section 9.3](#).

5.8 Meal breaks during overtime

You may take a paid meal break of 30 minutes if you work between four and six hours of overtime, or a break of one hour if you work more than six hours of overtime. This break must be taken during the period of overtime working and cannot be added to the hours already claimed if the break is not taken.

6. Travelling time

6.1 Eligibility to claim payment for travelling time

6.1.1 Non-operational staff (pay bands 3-7)

If you are employed in a non-operational pay band then you will be entitled to payment for time spent travelling on official business, provided that you have worked your weekly contractual hours and have agreed the requirement to travel with your line manager. Part-time staff must work up to full-time hours before enhanced travelling time rates apply.

You should never claim both overtime and travelling time for the same period of time.

6.1.2 Operational staff

If you are employed in an operational pay band (PB5(op) or PB6a(op)) then you are not eligible to claim travelling time. Your operational pay is higher than the non-operational equivalent in lieu or overtime / travelling time payments.

6.2 Eligible journeys

You may claim payment for travelling time whenever you are required to travel as a result of your work, including:

- travel to attend selection boards;
- travel to attend training courses or meetings; or
- travel to return to work if you are recalled from annual leave.

You should not make a claim for travelling time if your journey is:

- during your contractual hours;
- between your home and your permanent normal workplace (see Section 6.4.1 for exceptions);
- considered to be part of your working day (i.e. if travelling is an integral part of your job);
- travel to work on your first day of FC employment or travelling home on your last day of FC employment; or
- outside of the UK and Ireland.

6.3 Rates of payment

You will receive payment for travelling time at the appropriate rate for your pay band. Information on travelling time for full-time staff is detailed in [Appendix 2](#) and for part-time staff in [Appendix 3](#).

Different arrangements apply to staff in pay band 2 ([see Section 7](#)) and staff in pay band 1 are not entitled to claim travelling time.

6.4 Calculating travelling time

If the hours that you spend working and travelling are less than your normal working hours then you will not be expected to work the remainder of the day. This will be treated as if you have completed a full day towards your weekly contractual hours.

If you work less than your contractual hours for the day, but your total hours worked and travelled amounts to more than your contractual hours for the day, the excess hours can be claimed as travelling time.

Where your official travel begins and ends at your home then the time taken for your usual home to work journey should be deducted from any travelling time claim.

If your travelling time is less than half an hour then payment will not be made.

However this may be added to travelling time accumulated over several occasions within the same overtime period to form a single claim. All claims should be rounded down to the nearest quarter of an hour.

Where you travel overnight in a sleeping berth you should deduct 8 hours from your travelling time claim.

6.4.1 Travel to attend for overtime work

You may claim travelling time for your home to workplace journey if you are asked to work overtime which requires you to:

- return to your workplace outwith your normal working hours; or
- attend on a non-working day/PPA.

If your time at work also qualifies for Minimum Attendance Credit ([see Section 5.3](#)) or an additional payment for Unplanned Overtime ([see Section 5.5](#)), the payment that you receive will be whichever is greater of:

- travelling time, plus overtime for the hours that you are at work; or
- Minimum Attendance Credit or Unplanned Overtime Exceeding 2 hours, as appropriate.

6.5 Training courses

If you are attending internal, short, full-time training or part-time external training (not long, full-time courses, sandwich courses or bursaries at colleges and universities), you may be paid reasonable travelling time. For the purpose of calculating this travelling time, you may be considered to have worked your contractual hours providing that the hours of the course are not more than one hour less per day than your normal contractual hours. Where your journey starts or ends at home, your normal home to office travelling time should be deducted from the total time spent travelling.

If you attend a 2 week course and choose to return home for the middle weekend, you may claim payment for travelling time, provided that you have worked your normal daily contractual hours and your manager approves the costs. More information is available in [HR Procedure - Learning and Development](#).

If you are attending training outside of your normal contractual hours, you should attach your course timetable to your claim for time off in lieu or for travelling time payments. The process for claiming overtime payments or time off in lieu is detailed in [Section 9](#).

6.6 Travelling time after transfer or on detached duty

6.6.1 Permanent transfer

If you transfer to a new workplace that is far enough from your old workplace to justify moving house, you will normally be entitled to claim travelling time for your initial journey to the new workplace, following normal travelling time calculation rules.

Where your weekly contractual hours will be changing when you take up the new role, the travelling time for your initial journey to the new workplace will be based on the weekly contractual hours of your role before transfer.

6.6.2 Detached duty

If you can travel daily to the detached duty work location, you may claim for your travelling time. Your normal travelling time between home and office must be deducted. Travelling time can not be claimed if you live at the detached duty location during the week and return home at weekends.

If you move your home to the detached duty location, you may claim travelling time for your initial journey to the new workplace and your final journey home at the end of your detached duty.

7. Overtime and travelling time for pay band 2 employees

7.1 Eligibility to claim payment

Staff in pay band 2 are not automatically entitled to payment for overtime or travelling time. However there are some circumstances where your manager may approve payment of:

The types of payment which your manager may approve are:

- Discretionary Payment;
- Premium Payment; or
- Time off in Lieu (TOIL).

The circumstances in which the hours are worked and/or travelled will affect which method of payment is used.

The overtime or travelling time must be approved by your manager in advance and payment will only be made at their discretion.

7.2 Discretionary payment

Discretionary Payment is not an overtime equivalent and is not an automatic entitlement whenever you spend time working or travelling in excess of your weekly contractual hours.

Your manager will only approve a Discretionary Payment where:

- you work approximately 30 hours or more, in addition to your contractual hours, over a three week period;
- your weekly working hours have not exceeded the maximum limits set out in [HR Guidance – Working Time Regulations](#); and
- the extra hours have been approved by your manager in advance.

Discretionary Payments are taxable but are not reckonable for pension purposes.

Details of the circumstances where a Discretionary Payment may be made are set out in [Appendix 5](#) and the procedure for claiming payment can be found in [Section 9](#).

7.3 Premium payments

You will be entitled to claim Premium Payments if you work overtime or travel on official business at weekends or on Public Holidays. The rates that will be paid are set out in [Appendix 5](#).

7.5 Working at home

Working from home would not normally qualify for payment unless there are exceptional circumstances. You should seek approval from your manager before carrying out work at home. Payment for the hours worked is at the discretion of your manager.

8. Allowances

8.1 On-call allowance

If you are employed in a non-operational pay band and you are required to be continuously and immediately available at home, outside of working hours, then you are regarded as being on-call.

This does not include arrangements that enable you to leave your home after providing details of where you can be contacted, or arrangements where you are only required to attend the office in an emergency, if you can be contacted.

If you are employed in an operational pay band then you are not eligible for On-call Allowance as your basic pay includes an additional element for on-call commitments.

8.1.1 Mobile phones

Where you are required to be on-call your manager may arrange for you to be issued with a mobile phone. You will then be required to be continuously and immediately available outside of normal working hours for a period of more than 12 hours. You should remain within a reasonable distance of your normal workplace so that you can return to the office quickly if required.

8.1.2 On-call allowance rates

The rate of payment that you will receive while you are on-call will depend on whether you are issued with a mobile phone. Where your manager regards the commitment to

be on-call with a mobile phone as exceptional, they may pay up to the higher rate of on-call allowance. The rates are detailed in [Appendix 6](#).

If you are called into work, you will be paid at the appropriate overtime rate (see [Appendix 2](#) for full-time staff and [Appendix 4](#) for part-time staff).

The procedure for claiming payment can be found in [Section 9](#).

8.2 Shift allowance

Machine Operators who work shifts are normally paid a shift allowance of 6½ hours at Plain Time rate for a 5 shift week. The allowance paid to other employees who are required to work shifts will be either:

- 5½ hours at Plain Time rate for a 5 shift week, when the period from the start of the first shift to the end of the second shift in the day is 15½ hours or more; or
- 4 hours at Plain Time rate for a 5 shift week, when the period from the start of the first shift to the end of the second shift in the day is less than 15½ hours.

9. Claims procedure

You should complete the appropriate [E2M Overtime/Travelling Time form](#) for full-time or part-time employees to claim payment for overtime, travelling time, discretionary / premium payments (pay band 2 employees only) or on-call allowance.

Your E2M claim form should clearly show the number of hours claimed, how many of these hours you are requesting payment for and how many you would like to take as time off in lieu.

9.1 Management approval

Claims must be checked and approved by your line manager, who should then forward the claim form to your dedicated HR Team or your local office administrator for processing.

9.2 Payment for overtime/travelling time/on-call

You should submit your claim form to your manager as soon as possible and ideally within the same month that you have worked overtime/travelling time/on-call to allow time for your claim to be approved and processed. All claims for overtime/travelling time/on-call **must** be made within 3 months of working this. Claim forms that are submitted more than three months after you have worked overtime/travelling time or undertaken on-call duties will normally be rejected, except where there are mitigating circumstances that prevented you from submitting it earlier.

Payment will normally be made with your next monthly salary, providing that your E2M claim form reaches your HR Team or your local office administrator by the 10th of the month, before the monthly payroll is run.

If you have received payment for overtime/travelling time/on-call in the preceding three months' pay period before you take any Regulation 13 WTR leave (see Section 3.3 of the [HR Policy – Annual Leave and Public Privilege and Additional Holidays](#)), you will be entitled to enhanced holiday pay.

For details on how to claim for enhanced holiday pay, please see Section 4 of the [HR Procedure – Annual Leave and Public Privilege and Additional Holidays](#).

10. Taking time off in lieu (TOIL)

If you would like to request to take time off in lieu rather than receiving payment for overtime worked or travelling time then you must agree this in advance with your manager.

If you are a Pay Band 2 employee, you may request time off in lieu (TOIL) rather than receiving payment for certain additional hours worked or travelled (See [Section 7](#) and [Appendix 5](#)).

TOIL must not be taken before the overtime has been worked or the travel has been undertaken.

If your manager has agreed that you may receive time off in lieu (TOIL) instead of payment for your overtime, then the hours must also be recorded on your [E7A Leave Form](#).

Appendix 1

Overtime and Travelling Time: Calculations and Rates

1. Calculation of hourly rate of pay

Overtime and travelling time payments are based on normal basic pay plus any reckonable allowances (excluding RRA) that are currently in payment. Hourly rate of pay is calculated using the following formula:

	Hourly Rate
Full-time Employees	Basic pay, plus any reckonable allowance, divided by 52 (weeks per year), then divided by 42 (contractual hours including lunch breaks).
Part-time Employees: where less than 37 hours have been worked in the week (including overtime)	Basic pay, plus any reckonable allowance, at full-time equivalent rate, divided by 52 (weeks per year), then divided by 37 (full-time equivalent hours excluding lunch breaks).
Part-time Employees: where more than 37 hours have been worked in the week (including overtime)	Basic pay, plus any reckonable allowance, at full-time equivalent rate, divided by 52 (weeks per year), then divided by 42 (full-time equivalent hours including lunch breaks).

2. Rates of Payment for overtime and travelling time

Overtime and travelling time is paid at the rate appropriate for your pay band and when it is worked:

Rate	Payment Received
Plain Time	One hour's pay for each hour of overtime/travel.
Time and a Half	One and a half hour's pay for each hour of overtime/travel.
Double Time	Two hours' pay for each hour of overtime/travel.
Saturday Premium	Half an hour's pay for each hour of overtime/travel.

Appendix 2

Overtime for Full-time Employees

For hours worked in excess of contractual hours.

Day	Pay Bands 5, 6a, 6b and 7	Pay Bands 3 and 4
Weekday (Monday – Friday)	Either Time and a Half payment or Time Off In Lieu for the number of hours worked.	Either Plain Time payment or Time Off In Lieu for the number of hours worked.
Saturday	Either Time and a Half payment plus Saturday Premium Payment or Time Off In Lieu for the number of hours worked plus Saturday Premium Payment.	Either Plain Time payment plus Saturday Premium Payment or Time Off In Lieu for the number of hours worked plus Saturday Premium Payment.
Sunday / Public Holiday	Either Double Time payment or Plain Time payment plus Time Off In Lieu for the number of hours worked.	Either Double Time payment or Plain Time payment plus Time Off In Lieu for the number of hours worked.
Privilege/ Additional Holiday	Either Time Off In Lieu for hours worked during normal hours of attendance for that day or a Discretionary Payment at Plain Time (Time and a Half if more than normal hours are worked).	Either Time Off In Lieu for the number of hours worked during normal working hours of attendance for that day or a Discretionary Payment at Plain Time.

Appendix 3

Travelling Time for Full-time Employees

For hours worked in excess of contractual hours.

Day	Pay Bands 5, 6a, 6b and 7	Pay Bands 3 and 4
Weekday (Monday – Friday)	Either Time and a Half payment or Time Off In Lieu for number of hours travelled.	Either Plain Time payment or Time Off In Lieu for number of hours travelled.
Saturday	Either Time and a Half payment plus Saturday Premium Payment or Time Off In Lieu for the number of hours travelled (limited to one working day) plus Saturday Premium Payment.	Either Plain Time payment plus Saturday Premium Payment or Time Off In Lieu for number of hours travelled (limited to one working day with balance paid at Plain Time rate).
Sunday / Public Holiday	Either Double Time rate payment or Plain Time payment plus Time Off In Lieu for hours travelled or Time Off In Lieu at double the number of hours travelled (limited to one working day with the remainder paid at Double Time rate).	Either Double Time rate payment or Time Off In Lieu at double the number of hours travelled (limited to one working day with the remainder paid at Plain Time rate).
Privilege/ Additional Holiday	Time Off In Lieu for hours travelled during normal hours of attendance for that day, with any hours in excess of contractual hours paid at Time and a Half rate.	Time Off In Lieu for hours travelled during normal hours of attendance for that day, with any hours in excess of contractual hours paid at Plain Time rate.

Appendix 4

Overtime and Travelling Time for Part-time Employees

For hours worked in excess of contractual hours.

Day	Pay Bands 5, 6a, 6b and 7	Pay Bands 3 and 4
Weekday (Monday – Friday)	Plain Time payment for extra hours where the total hours worked do not exceed 37 in one week. Where the total hours worked in one week exceed 37, Time and a Half payment will be made for the hours in excess of 37.	Plain Time payment.
Saturday	Where the total hours worked in one week do not exceed 37, Plain Time plus Saturday Premium Payment. Where the total hours worked in one week exceed 37, Time and a Half plus Saturday Premium Payment will be made for the hours in excess of 37.	Plain Time plus Saturday Premium Payment.
Sunday / Public Holiday	Double Time rate payment, regardless of number of hours worked in the week.	Double Time rate payment, regardless of number of hours worked in week.
Privilege/ Additional Holiday	Either Time Off In Lieu for hours worked during normal hours of attendance for that day or a Discretionary Payment at Plain Time (or Time and a Half if more than normal hours worked).	Either Time Off In Lieu for hours worked during normal hours of attendance for that day or a Discretionary Payment at Plain Time.

Appendix 5

Overtime and Travelling Time for Pay Band 2 Employees

For hours worked in excess of contractual hours.

Day	Circumstances	Entitlements
Weekday (Monday – Friday)	Work	Discretionary Payment.
	Travel	Travel may count towards any claim for a Discretionary Payment.
Saturday	Work	Premium Payment (half Plain Time rate per hour) plus either Time Off In Lieu or hours count towards a claim for a Discretionary Payment.
	Travel	Premium Payment (half Plain Time rate per hour) plus Time Off In Lieu.
Sunday	Work	Premium Payment (Plain Time rate per hour) plus either Time Off In Lieu or hours count towards a claim for a Discretionary Payment.
	Travel	Premium Payment (Plain Time rate per hour) plus Time Off In Lieu.
Public Holiday	Work	Premium Payment (Plain Time rate per hour) plus either payment at Plain Time rate per hour or Time Off In Lieu.
	Travel	Premium Payment (Plain Time rate per hour) plus Time Off In Lieu.
Privilege/ Additional Holiday	Work and/or Travel	Time Off In Lieu.

More information on Discretionary Payments is set out in [Section 7.2](#) and for Premium Payments in [Section 7.3](#).

Appendix 6

On-call Allowance for Non-operational Employees

	On-call with Mobile phone	On-call at Home
Weekdays (Monday - Friday) between evening office closure and morning office opening; for each full 12 hour period, or for a period of less than 12 hours, pro rata depending on the number of hours worked.	£5.82	£7.30
Saturdays, Sundays and Privilege/Additional Holidays for each full 24 hour period; or for a period of less than 24 hours, pro rata depending on number of hours worked.	£16.50	£20.68
Public Holidays for each full 24 hour period; or for a period of less than 24 hours, pro rata depending on number of hours worked.	£22.38	£26.10