Information Access Unit
Information Management and Data Directorate

Date: 19/11/2026
Our ref: 01/FOI/26/017936/I

FREEDOM OF INFORMATION REQUEST REFERENCE NO: 01/FOI/26/017936/I

I write in connection with your request for information dated 24/10/2026, received by Greater Manchester Police (GMP) for the following information:

1. *What recording method/system is in place for recording hours worked over contracted hours within the ranks of: Inspector, Chief Inspector and Supt.*

2. *What methodology is applied to calculating these hours? Is it purely hours worked or is there a deduction?*

3. *Can you provide any relevant force policy regarding this?*

4. *Are you as a force able to breakdown current balances per rank and specialism and view these at a tactical and strategic level?*

5. *Can you provide those breakdowns?*

6. *What are your current force sickness abstractions in these ranks – by volume and percentage of each rank and specialism.*

Result of Searches

Following receipt of your request searches were conducted within Greater Manchester Police (GMP) to locate information relevant to your request. I can confirm that the information you have requested is held by GMP.

CAVEATS

The information provided in response to question 6 is sourced from Force Sickness Records and Force Strength Records as at 31st October 2026.

Headcount figures exclude externally seconded or career break officers

1. GMP's Duty Management System (DMS) records all hours worked by senior ranks when they book on and book off using the system, this includes hours worked in addition to contracted hours.

2. The hours worked are simply calculated by the system when the Officer books on and off duty, they do not fall into a pot and no deductions are made, they are simply recorded under WTR.

3. Please see the attached policy document.

4. We do not hold "balances" of additional hours worked. They do not fall into a pot where a balance can be reported. They are recorded under WTR in the system. There is a WTR report however this does not separate between hours worked and additional hours worked, it simply provides the total figures under WTR.

5. This information is not held.

6.

	Sickness Absence at 31st Oct 2026	Strength In Rank at 31st Oct 2026	**Percentage Sick Absence**
Inspector	44	426	10.33%
Chief Inspector	17	161	10.56%
Superintendent	4	64	6.25%

GREATER MANCHESTER POLICE

Police Officer Overtime

Policy

Version 1

23rd December 2024

DATE THIS VERSION OF THE POLICY IMPLEMENTED: 23rd December 2024

DATE NEXT REVIEW IS DUE: 2026

POLICY & PROCEDURE OWNER: Strategic Policy and People Relations Team

APPROVED BY: Chief Officers

GOVERNMENT SECURITY CLASSIFICATION: Official

IS THE POLICY & PROCEDURE NEW OR REVISED: New

VERSION NO	DATE	SUMMARY OF CHANGES	AUTHOR(S)	PUBLISHED ON CCO ORDERS
1	23rd December 2024	New Policy	Strategic Policy and People Relations	23rd December 2024

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1. Policy Statement

As a public body, Greater Manchester Police has a duty to provide value for money to the community it serves. Achieving this involves strong financial management of our overall budget, part of which is for overtime.

The effective management of overtime is crucial to achieve maximum operational effectiveness. We are therefore committed to making efficient use of resources whilst managing the health and wellbeing of all our officers.

Where there is a requirement to work overtime, we have an obligation to make sure that officers are compensated correctly in line with Police Regulations and Determinations.

1.1Aims

The aims of this policy are to:

- Give you a clear understanding of the overtime entitlement covered in Police Regulations and Determinations.
- Ensure any overtime worked is essential, authorised and properly recorded.
- Explain the approval process for when overtime is worked.

2. Scope

This policy applies to Police Officers.

3. Terms and Definitions

Casual Over Time (Constable and Sergeant only)

This term applies when you're not informed at the start of your tour of duty or rostered shift that you'll will be required to remain on duty after the tour or shift ends.

Planned Overtime (Constable and Sergeant only)

Overtime you're informed of at the start or prior to the start of your shift.

Rest Day

A rest day is a designated day within the standard shift pattern when you're not required to be on duty.

Free day

A free day is when it has been agreed that you'll not work and is defined as not being a duty day, public holiday, or a rest day.

Time Off in Lieu (TOIL)

Where you elect and accrue to take time off instead of receiving pay for extra hours worked.

Rest Day in Lieu (RDIL)

Compensation for when you're required to work on a rest day or public holiday.

Notice Period

In assessing the number of days' notice provided, the day after you were made aware of the change is considered as the first day of notice, and the day on which the shift is to be worked is not included in the notice period.

4. Roles & Responsibilities

Responsibility of People Branch

The Head of Strategic Policy & People Relations is responsible for developing an Overtime Policy that meets the requirement of nationally agreed conditions of service for Police Officers.

Responsibility of Greater Manchester Shared Services

Greater Manchester Shared Services (GMSS) are responsible for processing overtime payments.

Responsibility of Officers

Officers are responsible for:

- obtaining approval from authorising officer before working overtime
- making sure hours worked are correctly recorded on the Duty Management System (DMS)
- checking payslips to ensure that you have been compensated correctly for any approved overtime
- discussing any discrepancy in payment with your manager immediately

Responsibility of Line Managers

Line managers are responsible for:

- considering alternatives before authorising overtime
- making sure overtime is only offered and approved for operational reasons
- making sure that all overtime for pay is authorised on the Duty Management Systems (DMS)
- ensuring all overtime worked is coded correctly on DMS
- monitoring the TOIL balance of direct reports and encouraging them to use any TOIL which is approaching the 3-month limit
- monitoring hours worked by direct reports to encourage them that they are not working excessive hours which can impact on their work life balance and wellbeing

Responsibility of District/Branch Senior Leadership Teams

District/Branch Senior Leadership Teams are responsible for:

- ensuring overtime management is a standing agenda item at monthly SLT meetings
- having corporate responsibility to manage overtime effectively for their respective area
- encouraging that banked TOIL is taken before it becomes eligible for payment.

5. Principles

5.1 Police Regulations

Police Officer overtime is governed by Police Regulations 2003. Regulation 25 and Annex G of Police Determinations 2003 include nationally negotiated and determined overtime entitlements.

5.2 Guiding Principles

Overtime will only be authorised to meet organisational needs. The responsibility for identifying and justifying these needs lies with your Supervision.

Overtime should not be worked without the formal approval of a manager as detailed in section 6.1.

Any difficulties in interpreting the correct overtime entitlements for officers should be escalated to Greater Manchester Shared Services (GMSS) in the first instance.

In all cases relating to the management of overtime, the appropriate Police Regulation applies. There is no provision to apply different rates of pay or entitlements outside of the provisions outlined in Police Regulations.

Responding to a management request for volunteers should not be treated as a request by the officer concerned to perform duty on the day in question. Therefore, in these circumstances the normal compensation arrangements for rest day or public holiday working will apply.

5.3 Overtime (Constable and Sergeant)

Overtime is potentially payable (or time off in lieu may be taken officers choice) when you:

- remain on duty after your tour of duty or rostered shift ends
- are recalled between two tours of duty or rostered shifts: or
- are required to begin earlier than the rostered time without due notice and on a day when you have already completed your normal daily period of duty or rostered shift.

	Payment/compensation
Planned/Casual Overtime	Time and third
Working on RD with less than 15 days' notice	Time and half

5.4 Planned overtime (Constable and Sergeant)

Planned overtime is when you're informed at or before the start of your shift that you'll be required to stay on duty after your shift ends:

- if you work less than 15 minutes' overtime, you're not eligible for any overtime payment
- if you work between 15- 29-minutes' overtime, you'll be paid for the first 15 minutes only
- if you work 30 or more minutes; you'll be eligible for overtime for each completed 15-minute period

5.5 Casual overtime (Constables and Sergeant)

Casual Overtime is where you're not informed at the start of your shift that you will be required to remain on duty after the end of your shift.

- For the first four occasions in any week when you work casual overtime, the first 30 minutes in not included in calculating overtime pay. This also applies if you opt for TOIL. On the fourth occasions in any week, they would all qualify for payment
- If time worked is less than 30 minutes, then overtime payment will not apply.

5.6 Rate of payment (Constable and Sergeant)

Overtime is paid at time and one third,

5.7 Time off in Lieu of (TOIL) (Constable and Sergeant)

When you work authorised overtime, the default position is payment, unless you elect to take time off as TOIL.

It's your choice to take time for payment or Time Off in Lieu (TOIL). The election for TOIL must be made at the time the overtime is claimed.

Where you elect for TOIL instead of payment, this is on the understanding that you intend use the TOIL as compensation rather than payment. You're encouraged to book the time off at the time you elect for TOIL.

You have a personal responsibility to manage your TOIL balance. You're encouraged to make every effort to use the TOIL accrued within 3 months from the time the overtime was worked.

Your manager/RMU also have a responsibility to monitor TOIL balances across their respective area.

Where you have an excessive amount of TOIL, or your TOIL is approaching the 3 months limit, your supervision will discuss how you intend to reduce your balance.

Where requests have been made to take TOIL which has not been authorised, this should be recorded on DMS.

5.8 Recall to Duty (Constable and Sergeant)

If you're recalled to duty between two tours of duty or rostered shifts, you may be entitled to overtime. On such occasions travelling time will be treated as duty, up to any reasonable limit set by the Chief Constable.

You must work a completed period of 15 minutes including relevant travelling time before you're entitled to claim overtime. You will only be paid for completed periods of 15 minutes.

Answering the telephone does not count as recall to duty. If you receive a call which requires necessary action or duty to be performed, this may be a recall to duty, and you may be eligible for appropriate compensation.

The 30-minute disregard and requirement to work for 30 minutes before any casual overtime is taken into account, is to be ignored for the purposes of any recall to duty.

5.9 Advancing the start of duty from the rostered time

When the start time of a rostered shift is:

- brought forward without due notice;
- and the shift starts on a day on which you have already completed a normal rostered shift;
- the time worked before the rostered shift time is eligible for overtime and is also taken into account as part of that shift.

"*Due notice is defined in Regulation 25 of Police Regulations 2003 as "notice given at least 8 hours before the revised starting time of the rostered tour of duty in question*".

5.10 Rest Day working

The rest day provisions are found in Regulation 26 and Annex H of Police Regulations 2003.

5.11 Compensation for duty on a rostered rest day

All constables and sergeants (full-time and part-time) are compensated in the same way for rest day working.

- Less than 15 days' notice - minimum of 4 hours payment or TOIL at time and a half

- More than 15 days' notice - another rest day to be notified within 4 days of notification of the requirement to work on a rest day. No additional payment or TOIL

Please refer to the overtime, rest day and public holiday working guidance, for worked examples.

Inspector and above

Inspectors and above who are required to work on a rest day are entitled to a day in lieu. This must be taken in the following 12 months.

Failure to take day in lieu within 12 months will result in the day being lost. Where requests have been made and refused this should be recorded on DMS.

5.12 Compensation for duty on a rostered rest day for officers acting up or temporary promoted

A constable or sergeant who is acting up or temporary promoted in the rank of inspector or above is not entitled to overtime payments. If you are required to do duty on a rostered rest day, you will not receive an acting up allowance or temporary salary on these days but will instead be entitled to the appropriate rest day rates at your substantive rank.

5.13 Compensation for Working on a Public Holiday

Provisions for compensation for working on a public holiday are found in Regulation 26 and Annex H of Police Regulations 2003.

All officers are entitled to a day's paid leave on each public holiday subject to the exigencies of duty. A day's paid leave counts as a period of duty of 8 hours. If you work part time each day will have a pro-rata value according to your agreed hours of duty, for example: -

- if you work an average of 20 hours per week (50 per cent) you're entitled to 4 hours' paid leave for each public holiday.
- if you work an average of works 32 hours per week (80 per cent) you are entitled to 6.4 hours (6 hours 24 minutes) paid leave for each public holiday.
- the same applies to officers who work full time and are on a VSA: It may be necessary to adjust the hours that your need to work on days that are not public holidays if there is a difference between the 8 hours paid leave you receive for the public holiday and the number of hours for which you would usually be rostered for duty on that day

Constables and Sergeants required to work on a public holiday are entitled to:

- if less than 8 days' notice, a payment at double time plus another day off in lieu to be treated as public holiday
- in any other case payment at double time

If the period of duty worked on the public holiday is less than four hours, the appropriate allowance will be paid for a minimum of four hours.

A requirement to work on a public holiday with less than 15 days' notice must be authorised by an officer of at least Assistant Chief Constable rank.

Inspectors and above are not entitled to additional payment for working on a public holiday. If required to work on a public holiday, they are entitled to time off equivalent to the number of hours worked on the public holiday.

5.14 Compensation for a duty on a Public Holiday for officers acting up or temporary promoted

A constable or sergeant who is acting up or temporary promoted in the rank of inspector or above is not entitled to overtime payments. If you're required to do duty on a Public Holiday, you will not receive an acting up allowance or temporary salary on these days but will instead be entitled to the appropriate compensation for working on a Public Holiday your substantive rank.

5.15 Working on a Free Day Constable and Sergeants (Only)

Where you're required to perform duty on a free day the following compensation apply:

If the duty is one that **only** you can perform (e.g., attendance at court) and:

- you receive 15 or more days' notice, the free day should be reallocated within 4 days of it being cancelled
- you receive less than 15 days' notice, then the additional hours should be paid at plain time or alternatively taken as time off equal to the duty time worked.

If the duty is one that can be performed by any officer (e.g., operational policing) and:

- you receive 15 or more days' notice, the free day should be reallocated within 4 days of it being cancelled
- you receive less than 15 days' notice, you will be paid at the appropriate rate for rest day working (time and a half).

If you're required to perform duty on a free day or recalled to duty on a free day, you'll receive compensation for a minimum of 4 hours (even if you perform duty for less than 4 hours).

If part-time inspectors and chief inspectors are required to perform duty on a free day, they are entitled to be paid at plain time for any hours worked above the agreed hours up to 40 hours per week.

5.16 Recall to Duty from Annual Leave

The provision for recall to duty from annual leave is found under Regulation 33 – Annex 0 of the Determinations – Police Regulations 2003.

This provision applies to a period of absence from duty of 3 or more days, where

- at least one of those days is a day of annual leave
- and the other days, if not annual leave, are rostered rest days, free days, public holidays (or day off in lieu) or monthly leave days or any combination of these.

If leave is taken as compensation, it should be equivalent to the length of the interrupted day (i.e., if the day was 9 hours it should be 9 hours) and if pay is taken it will be calculated to the same number of hours (i.e., 9 hours at double time).

Compensation

- 1 or 2 days lost - whether or not those days formed a single period:

  An additional 2 days' annual leave or, if you prefer, 1 days' annual leave and one day's pay at double time; in lieu of each such day.

- 3 or more days lost - whether or not those days formed a single period:

  An additional 2 days' annual leave or, if you prefer, 1 days' annual leave and 1 days' pay at double time; in lieu of the first 2 days.

  AND

  1.5 days' annual leave or, if you prefer, 1 days' annual leave and 0.5 days' pay at double time in lieu of each day thereafter.

Note: Force Policy is that only Deputy Chief Constable can authorise cancellation of annual leave.

5.17 Working Time Regulations and monitoring of working hours

The Working Time Regulations 1998 (WTR), as amended by the Working Time Amendment Regulations 1999, introduced basic rights, and includes statutory limits on average hours worked. These regulations help maintain the Health and Safety of our Workforce and apply to Police Officers, Police Staff and Special Constables.

- 48 hours is the maximum working week.
- Hours worked are recorded to ensure compliance with the weekly maximum.
- Voluntary signing an opt-out means you can lawfully work over 48 hours a week. It does not allow you to opt-out of any other part of the Working Time Regulations (e.g., rest periods).
- It's a legal requirement that workers who work a shift over 6 hours long have the opportunity for a rest break. A break can be delayed for operational reasons but cannot be refused.
- Shift patterns must be designed to ensure a minimum rest period of 11 hours between each shift.
- Shift patterns must be designed to ensure an unbroken rest of 24 hours in every 7-day period or 48 hours in every 14-day period.

Opting out for 48-hour maximum weekly limit

If you wish to work beyond the 48-hour maximum weekly limit, then you should consider opting out of this element of WTR. This is the only element of WTR that can be opted out of

Opting-Out is a purely ‘voluntary’ arrangement that cannot and must not be enforced as there are legal protections from victimisation for any refusal to opt-out.

You can change your mind and opt back in at any time, by giving at least 30 days’ notice.

You can only choose to opt out of the 48-hour maximum weekly limit. All other aspects of the WTR e.g., weekly, and daily rest period will still apply.

Where you have ‘opted out’, of the 48-hour weekly limit, we still have a duty of care to you to ensure you don’t work excessive hours which can have a negative effect on your health.

Compensatory Time Off

“Compensatory rest” is normally a period of rest the same length as the period of rest or part of a period of rest that a worker has missed.

WTR gives all workers a right to minimum of 90 hours rest in a week. This is the total of your entitlement to daily and weekly rest period. (6 x 11-hour rest period, and 1 period of 24 hours over seven days).

The principle is that everyone gets 90 hours rest a week on average, although some rest periods may come slightly later than normal, where the usual working arrangements are amended.

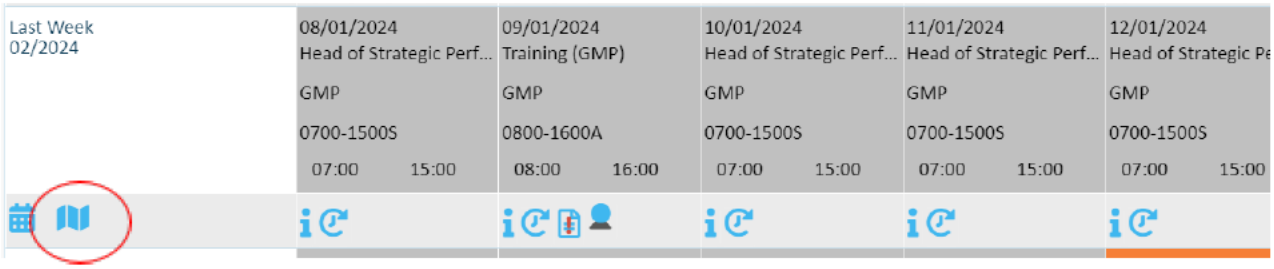
In GMP, shift patterns are designed to comply with WTR, this allows for more rest periods than required.

Compensatory rest does not necessarily have to be taken before the start of the following shift. It may be taken within a reasonable amount of time following the hours worked. This may be over your next rest period where your rostered pattern allows you more rest than required under WTR.

5.18 Monitoring Working Hours

You can monitor the weekly hours worked by your direct report through the team resources workbench on DMS.

In the Employee Workbench of an individual, you can click on the circled icon for the week you want to look at:



This shows the number of hours that their work pattern has for the week (Standard) And the number of hours that they have worked (Attendance)

Summary: 08/01/2024 - 14/01/2024

	Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
48:00	Standard	8:00	8:00	8:00	8:00	8:00	8:00	
58:30	Attendance	12:45	9:45	8:45	10:30	9:00	7:45	
0:15	**Total Absence**						**0:15**	

5.19 Work Life Balance

It's important that you manage the competing demands of home and work-life balance without undermining services. Working excessive hours can put your health and safety and work-life balance at risk.

Risks of working excessive hours are:

- **Fatigue:** Working excessive hours is likely to make you tired and, as a result, you may pose a risk to yourself and others, for example when you're driving. Further, health problems may result from disturbance of the body's normal rhythms and routines or can be made worse by fatigue.
- **Work-life balance:** Working excessive hours may result in not spending time with family and friends. This can impact on your morale and may affect your relationship with your management team.
- **Stress:** Stress, can have a negative effect on performance and productivity.

5.20 Deterring and dealing with overworking

Where it appears that you are working excessive hours, your manager will take steps to address the situation sooner rather than later.

Signs that you may be overworking include: -

- regularly working late
- regularly starting work early
- working a large amount of overtime
- regularly working through your lunch break

- seeming tired or unable to function properly
- not taking the full amount of annual leave
- losing sense of time management, for example by arriving late to work on a regular basis
- taking an excessive amount of time off sick, or
- appearing to have low levels of motivation or otherwise have a negative attitude towards work

The existence of one of the above may not on its own be an indication of working excessive hours, but where two or three of these signs exist, excessive working hours may be an issue.

Where your manager feels that you are working excessive hours, they will try to help you by setting aside time to speak to you, to understand the reasons why you are overworking. This may include:

- a review of your current workload
- a discussion to help you prioritise your work so that you feel less overwhelmed
- ensuring an appropriate work-life balance
- discussing your financial wellbeing. Please refer Financial Wellbeing Toolkit for further information

6. Procedure

6.1 Authorising Overtime

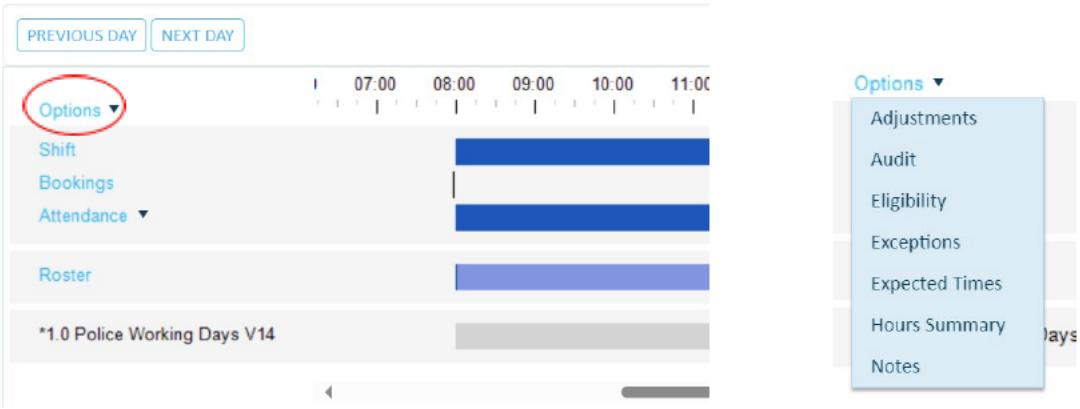
Overtime must be recorded and approved on DMS before payment can be processed. Payment must be authorised by the appropriate officer as detailed below.

- Overtime payment at time and third requires approval by an Inspector or above. (This is casual overtime for Constables and Sergeants)
- Overtime payment at time and half or above requires approval by a member of your Senior Leadership Team
- Rest day overtime for resourcing gaps needs to be approved by a member of your Senior Leadership Team
- Recall from annual leave needs to be approved by Deputy Chief Constable
- Overtime worked after 7.00am following a night shift must be authorised by the duty Inspector.
- Half hour overtime should not be claimed before start of your shift unless your start of shift has been brought forward and the provision outlined in section 5.9 applies

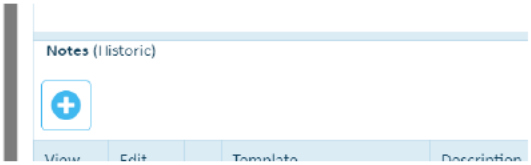
6.2 Recording authorising officers' details on DMS

Authorising officers' details needs to be added on DMS before payment can be processed. This can be done by adding a note to the period in question.

To add a note to a day, your supervisor needs to go into Daily Admin and select Notes from the 'Options' hyperlink.



This opens the bottom half of the screen and allows a note to be added (future or historic, depending on when the day is) by clicking the plus sign.



6.3 How to Monitor Time Off in Lieu (TOIL) Balance

You and your manager have a responsibility to ensure you manage your TOIL balance properly. When you elect for TOIL instead of payment you should discuss and inform your manager when you intend to use it and book the time off. By doing this, you will ensure that you're using any TOIL at the time it is accrued.

As a manager you can monitor the TOIL balance for your direct report. You need to go to Systems Portal on the Intranet Click the A- E Tab and Select DMS Aged Toil – Line Manager Summary.

This will bring up sequence of reports that shows TOIL balances separated out in 0-30, 30-60- and 60-90-days brackets.

If direct reports have TOIL that is approaching the 90 days limit, then you need to discuss this with them and encourage them to take it before it becomes eligible for payment.

7. Associated Documents

Overtime, rest day and public holiday working guidance

Financial Wellbeing Toolkit

8. Statutory Compliance & Consultation

8.1 Equality Act 2010

Due regard has been had to the Equality Act implications. The overtime provisions are based on national agreement and applies equally to all officers.

For more detailed considerations, please see the Equality Impact Assessment.

8.2 Consultation

Department	Comments
Police Federation	The Federation have been consulted on the policy and provided their comments which have been taken into account.

8.3 Freedom of Information Act (2000), Data Protection Act (2018) & GDPR

The policy and procedures are compliant with the Acts and Regulation.