

## 8.13 Travelling Time

This policy sets out guidance on the rules applying to the calculation and payment of travelling time for non-industrial civil servants in overtime grades.

- The definition of travelling time and when it may be claimed is contained in Section 1 Introduction
- The rules on eligibility for payment of travelling time are set out in Section 2 Eligibility
- The basic rules on what should be paid and when are found in Section 3 Basic Rules
- The rules on travelling time for staff attending training courses are found in Section.4 Travelling Time and Training Courses
- An explanation of how travelling time is to be calculated is found in Section.5 Calculation of Travelling Time
- The rules concerning payment for travel at weekends, public, bank and privilege holidays are contained in Section 6 Travel at Weekends and on Bank, Public and Privilege Holidays
- Travel time while on detached duty for short term visits from the parent office on work connected with that office is dealt with in Section 7 Travel on Detached Duty (on Work Connected with the Parent Office)
- Travel time on transfer and detached duty on work not directly connected with the parent office is dealt with in Section 8 Travel on Transfer and Detached Duty (on Work Not Directly Connected with Parent Office)
- Payments for travel on transfer and detached duty are dealt with in Section 9 Travel on Transfer and Detached Duty - Payments
- A summary of the arrangements for travelling time for overtime and non-overtime grades is set out in Annex 1

**The following terms within this policy are defined in the glossary:**

Conditional Hours, Overtime Grade, Travelling Time

**You may also be interested in the following policies:**

3.11 Hours and Attendance, 8.08 Overtime Pay, 9.02 Official Travel,

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This homepage is only a guide to the policy, not the policy itself. In the event of any discrepancy between the content of this homepage and the associated policy, the wording of the policy shall apply.

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# 8.13 Travelling Time

## 1 Introduction

1.1 This chapter of the Staff Handbook provides guidance on the rules that apply to the calculation and payment of travelling time for non-industrial overtime grades.

1.2 Travelling time is defined as: time spent on official travel outside the conditioned hours for the grade (for further guidance on conditioned hours see the Leave and Attendance Section of the Staff Handbook).

1.3 Time spent on official travel within conditioned hours may be counted as work and paid for accordingly: in other words it is not paid for as travelling time.

1.4 Travelling time is not payable for journeys between home and office (although see paragraph 5.4).

1.5 You should also refer to Handbook chapters on Official Travelling and Overtime

## 2 Eligibility

2.1 These rules apply only if you are in a non-industrial overtime grade (as defined in chapter 8.08 Overtime) and you do not receive any other form of payment as recompense for time spent on official travel outside conditioned hours.

2.2 These rules do not apply if your grade:

- a. is subject to a Departmental scheme which the Departmental Trade Union Side has preferred to retain;
- b. is one where you are regarded as being at work while travelling (such as messengers/drivers responsible for the custody of despatches in transit);
- c. has regular travel as part of the normal duties and a condition of service.

2.3 Payment for travelling time is not applicable if you are a member of a non-overtime grade. If you are a Deputy Principal, Grade 7 or equivalent grade who is required to travel at weekends or on bank, public and privilege holidays you may however qualify for a premium payment under the provisions of paragraphs 6.2.1 to 6.2.4 below.

2.4 These rules apply only to travel within the area of Northern Ireland, Great Britain, the Channel Islands, the Isle of Man and the Irish Republic. If you are making a journey which lies partly inside and partly outside this area you should consult your Establishment/HRConnect for advice.

### **3 Basic Rules**

3.1 Payment for travelling time should be made at Plain Time Rate (PTR) subject to the maximum hourly rate for grades in Overtime Band 2 as set out in Annex 1 of the Overtime chapter of the Staff Handbook.

3.2 Where travelling time occurs on a Saturday, Sunday, bank or public holiday the appropriate premium payments for those days will also be applicable.

3.3 If you are in an overtime grade you may be allowed time off in lieu (TOIL) of payment for travelling time. The amount of time off in lieu is calculated on the same basis as travelling time for which payment is made. (See section 5. below).

3.4 If on any day you work and also undertake official travel and the sum of the hours worked and time spent travelling amounts to less than the conditioned hours for the day, the day reckons, as an overriding minimum, as if conditioned hours had been completed: for example if conditioned hours for the day are eight hours and three hours are worked and four hours spent on official travel, the actual total of seven hours should be reckoned as if 8 hours were worked.

3.5 If you do less than the conditioned hours for the day, but the sum of hours worked and travelling time amounts to more than the daily conditioned hours, the excess hours count for travelling time: for example if conditioned hours for the day are eight hours and four hours are worked and seven hours are spent on official travel, of these eleven hours, eight are counted towards conditioned hours whilst the balance of three hours will count as travelling time.

### **4 Travelling Time and Training Courses**

4.1 When you are attending internal training courses and short full-time and part-time external training courses you may be paid travelling time in accordance with the provisions of sections 8.1 and 9.1 below.

4.2 When you are on long full-time courses, sandwich courses and bursaries at Colleges and Universities you are not entitled to paid travelling time except at the commencement and termination of a course.

4.3 For the purpose of calculating travelling time, you may be considered to have completed your conditioned hours provided that the hours of the course are not more than one hour less per day than your conditioned hours.

4.4 A voluntary visit home during a training course, whether or not covered by Travelling & Subsistence regulations, does not count as an official journey for the purposes of payment for travelling time.

4.5 If on any day you work longer than your conditioned hours and also travel, the extra working hours are added to the total of your weekly working hours for overtime purposes. The travelling time qualifies for payment at Plain Time Rate. No period of time may

qualify for payment of both overtime and travelling time. This paragraph does not apply when you are attending training courses. (See Staff Handbook chapter 8.08 Overtime).

## **5 Calculation of Travelling Time**

5.1 Travelling time of less than half an hour in any one day should not be paid for. Travelling time of half an hour or more in any one day should be aggregated with any other periods of travelling time falling within the same overtime period. The total will be rounded down to the nearest quarter of an hour: for example a total of one hour 25 minutes counts as 1 and a quarter hours (1 hour 15 minutes).

5.2 If you begin an official journey from home and/or end it by returning home, the time taken on the normal home to office and/or office to home journey should be deducted from the time spent travelling on the official journey (unless specific arrangements have been agreed and are in place otherwise).

5.3 Time spent on such journeys in respect of additional attendances outside normal working hours, that is attendances other than regular rostered commitments, may reckon for payment as travelling time according to the normal rules. This is subject to the proviso that if the attendance also qualifies for “minimum attendance credit” or “call-out bonus”, payment will be whichever is the more favourable of:

- a. travelling time, plus the reckoning of actual attendance for overtime and the appropriate premium or
- b. “minimum attendance credit” or “call out bonus” as appropriate (see chapter 8.08 Overtime)

This applies whether or not your additional attendances fall within conditioned hours or at weekends, on bank, public or privilege holidays.

5.4 In cases where an additional attendance outside normal hours is required because of an emergency situation, the normal home/office journey time is not deducted.

5.5 A notional eight hours, or actual time if less, should be deducted from the time spent on any journey on which a sleeping berth is occupied.

## **6 Travel at Weekends and on Bank, Public and Privilege Holidays**

### **6.1 Overtime Grades**

6.1.1 Subject to the above rules (particularly the limitations set out in section 5 above) time spent on official travel on a Sunday or a public bank, privilege holiday, in excess of weekly conditioned hours, may reckon for payment at double time (made up of travelling time calculated at PTR plus Sunday Premium at PTR) or time off in lieu at double the hours. Any time off taken in lieu should however be limited to one working day in respect of travelling time incurred on any day, with any balance compensated by payment at Plain Time Rate. In other words where the determination of TOIL amounts to a period of more than one working day, the length of time taken in lieu should be restricted

to the length of one working day and the balance of time should be paid at PTR. Where the determination of TOIL amounts to a period of less than one working day then the above restriction is not applicable.

6.1.2 Time spent on official travel on a Saturday will attract payment at the rate of Time and a Half (made up of PTR payable for travelling time plus Saturday Premium at  $\frac{1}{2}$  PTR). Alternatively time off in lieu (calculated at PTR plus a half) may be taken limited to one working day in respect of travelling time incurred on any one day with the balance compensated at Plain Time Rate: for example, travelling six hours, assuming a notional working day of eight hours, reckonable travelling time = six hours (actual) x  $1 \frac{1}{2}$  = nine hours. This means that eight hours may be taken as time off in lieu with the balance of one hour compensated at Plain Time Rate.

## **6.2 Non-Overtime Grades**

6.2.1 Subject to the above rules (particularly the limitations set out in section 5 above) if you are a Deputy Principal, Grade 7 or equivalent grade whose pay does not contain an element for Sunday working, you should receive a Premium payment at Plain Time Rate for time spent on official travel on Sundays, public and bank holidays (subject to a limit calculated at the maximum hourly rate for overtime purposes for grades in Overtime Band 2).

6.2.2 If you are a Deputy Principal, Grade 7 or an equivalent grade whose pay does not already include an element for Saturday attendance, you will attract a Premium payment of half Plain Time Rate ( $\frac{1}{2}$  PTR), subject to a limit calculated at the maximum hourly rate for overtime purposes for grades in Overtime Band 2 for the time spent on official travel on a Saturday.

6.2.3 Wherever possible time off for hours spent on official travel should be granted in addition when you travel outside your conditioned hours.

6.2.4 If you are a Deputy Principal, Grade 7 or equivalent and undertake official travel on a privilege holiday you may receive time off in lieu for the hours spent on official travel.

## **7 Travel on Detached Duty (on Work Connected with the Parent Office)**

7.1 For short-term visits away from your parent office and on work directly connected with that office, you retain the conditioned hours of your parent office for the purpose of calculating travelling time (for example if you are engaged on travelling audit duties away from your parent office you are regarded as being on the business of your parent office).

## **8 Travel on Transfer and Detached Duty (on Work Not Directly Connected with Parent Office)**

8.1 On transfer, other than permanent transfer, to work allied with the place visited and not directly connected with the work of your parent office, for example on relief duty, you adopt the conditioned hours of the detached or relief duty station and travelling time reckons for payment subject to the provisions in paragraph 9.1 below.

## **9 Travel on Transfer and Detached Duty – Payments**

9.1 When you are required to work at a station other than your permanent station, on relief or detached duty, and travel direct from your home to the new station and, in due course, return from the new station direct to home, travelling time within the limits of section 5 above may reckon as follows:

- a. if you voluntarily travel daily rather than staying overnight or taking up residence, travelling time reckons for daily journeys in both directions within the limits of the appropriate daily rate of night subsistence or lodging allowance saved, after deduction of fares or mileage allowance and any day subsistence paid. This provision does not apply when staying overnight at the new station and returning home only at weekends;

**or**

- b. for the first journey to and the final journey from the detached duty station if the distance between the two justifies residence or overnight stay, regardless of whether night subsistence is paid.

9.2 If you are permanently, but not voluntarily, transferred to a station distant enough from the old station to justify residence, you will be paid for travelling time for the initial journey to the new station within the limits of section 5 above.

9.3 If, as a result of transfer or detached duty there is a change in your conditioned hours, travelling time will be calculated on the conditioned hours of the station from which the journey was made (but see paragraph 7.1 above regarding short term visits on the business of the parent office).

9.4 Travelling time allowance, subject to the provisions of section 5 above may be paid in respect of journeys to and from promotion boards, if the journeys are made outside conditioned hours.

## ANNEX 1

### Payment of Travelling Time Outside Conditioned Hours for Overtime and Non-Overtime Grades.

#### Overtime Grades Band 1 & 2

Days	Rate	Handbook Paragraph
Monday – Friday	Plain Time Rate <u>or</u> TOIL	3.1 to 3.3
Saturday	Time and a half <u>or</u> TOIL (PTR + Sat Prem)	6.1.3
Sunday	Double time <u>or</u> TOIL (PTR + Sun Prem)	6.1.1
Public/ Bank Holiday	Double time <u>or</u> TOIL (PTR + Prem)	6.1.1
Privilege Holiday	TOIL	6.1.2

#### Non-Overtime Grades DP, Grade 7 and equivalent

Days	Rate	Handbook Paragraph
Monday – Friday	No payment made	2.3
Saturday	Saturday Premium + TOIL	6.2.2
Sunday	Sunday Premium + TOIL	6.2.1
Public/ Bank Holiday	Premium @ PTR + TOIL	6.2.1
Privilege Holiday	TOIL	6.2.4

**NOTE:** Should you only be entitled to TOIL or opt for TOIL then any such time off will be limited to one working day in respect of travelling time incurred on any one day, any balance being paid at plain time rate.