

**Police General Orders**

8-05 Time-off

Time-off may be granted for the equivalent period spent:-

- (a) attending court outside a normal duty period;
- (b) performing additional duty

2. If the time spent at court or performing additional duty is less than one hour, time-off shall not be granted.

3. Time-off may be granted on application by the officer concerned, or on the direction of a formation commander.

4. Subject to the provisions of PGO 4-11 time-off earned as a result of the performance of a specific period of additional duty shall not be granted if a claim for Disciplined Services Special Allowance is made in respect of that specific period of additional duty.

5. Time-off may be used for visits outside Hong Kong and may be combined with casual leave or vacation leave subject to the approval of the appropriate authorities for granting permission to leave Hong Kong and the granting of leave.

6. Time-off may be taken in addition to the maximum limit of casual leave or vacation leave.

8-06. Time-off for public holidays

An officer is not entitled to claim a public holiday as a matter of right, but where an officer's duties so permit he may take time-off on a gazetted public holiday.

2. An officer who, by virtue of his duties, receives only a weekly leave day and is therefore unable to take advantage of public holidays, shall be granted eight hours time-off for every public holiday on which he is required to work.

3. As soon as a public holiday has passed, a credit of eight hours time-off shall be entered on the time-off card of each officer eligible.

Annex 6.1 (Cont'd)

4. This time-off shall, whenever possible, be granted as a whole day off, and not in shorter periods.

8-09. Time-off cards

A unit or sub-unit commander shall maintain a time-off card (Pol 17) in respect of every officer in his formation below the rank of CIP.

2. Any period of time-off earned or granted shall be entered therein.

3. An entry shall only be made on such a card on the authority of a formation, unit or sub-unit commander.

4. A formation commander shall regularly check the cards of his subordinates and ensure that accumulated time-off is maintained at as low a level as is compatible with the strength of his command.

5. When an officer transfers, his Pol 17 shall be initialled by the sub-unit commander as being up-to-date and forwarded to his new formation.

6. When a time off card is completed it will be stored and destroyed in accordance with PGO 20-26.