

Annual and public holiday leave allocation arrangements 2026 policy - operational staff

New policy number: **538**
 Old instruction number: **PER:G005:a3**
 Issue date: **23 October 2007**
 Reviewed as current: **22 September 2025**
 Owner: **Assistant Director, People Services**
 Responsible work team: **Policy, Pay and Reward**

Contents

- 1 Introduction 2
- 2 Station watch rota books 2
- 3 Non-typical work patterns 3
- 4 Flexible duty system 3
- 5 Leave allocation on Public Holiday 3
- 6 Shift duty staff at stations on public holidays 4
- 7 Other shift staff on public holidays 4
- 8 Public holiday lieu days 4
- 9 Day duty staff on public holidays 5
- 10 Suspension or variation of leave allocation on public holidays 5
- 11 Help and support 5
- Appendix 1 - Leave allocation for stations 2026 A-Z 6
- Appendix 2 - Leave allocation periods and dates 2026 16
- Document history 17

1 Introduction

- 1.1 This policy sets out the annual leave and public holiday leave arrangements for uniformed employees conditioned to the shift, day duty and flexible duty systems from 1 January 2026.
- 1.2 This policy should be applied in line with the Brigade's values:
 - Service – We put the public first.
 - Courage – We step up to the challenge.
 - Learning – We listen so that we can improve.
 - Teamwork – We work together and include everyone.
 - Equity – We treat everyone fairly according to their needs.
 - Integrity – We act with honesty.
- 1.3 Watch based staff at stations will take leave within the StARS 'station watch' rota book.
- 1.4 Day duty staff will take leave within the respective StARS rota book for their department/directorate. Flexible duty staff will take leave within their respective StARS rota book which is administered by Establishment Performance Team (EPT).
- 1.5 Supernumerary staff requesting leave should ask an officer from their watch or line manager to email the request to EPT before the leave cut off time. (12:30 for the following shift when working days and 21:30 for the following shift when working nights, as detailed in [Policy number 916 - Standby policy](#).) EPT are available Monday to Friday 0800-1700 hrs, except bank holidays. Any leave that cannot be entered by EPT before the cut off time (out of hours) should be requested to Control Operational Resourcing and Event (CORE) team at the London Operations Centre (LOC). Additional leave rules will still apply.
- 1.6 All managers of operational staff should ensure employees wishing to book their scale A leave as blocks, by 31 December of the preceding year. This will enable scale B, long service and public holiday leave and leave in lieu to be booked where the leave allocation shows there is availability. It will also ensure staff will not need to carry over or lose leave.

2 Station watch rota books

- 2.1 The number of firefighters and officers (station officer/sub officer/leading firefighter) absent on annual leave, long service leave or public holiday leave from a watch at a fire station at any period has been determined according to the authorised watch establishment at each station and is set out in Appendix 1.
- 2.2 The leave periods are identified by numbers 1-46 on the leave allocation schedules. The dates associated with each period for each watch are set out in Appendix 2. The leave allocation for each period is also displayed in the StARS rota book. The allocations shown are the watch entitlement and will not be altered because of temporary variations in the actual numbers on the watch.
- 2.3 When approving leave watch officers must ensure that sufficient firefighters, officers and specialist personnel are maintained on the watch to keep all appliances at the station available for operational cover at all times.
- 2.4 At stations with a station officer, a sub officer and one leading firefighter – two officers cannot be on leave at the same time.

- 2.5 At stations with a station officer, a sub officer and more than one leading firefighter— an additional officer can take leave however the station officer and sub officer cannot be off at the same time.
- 2.6 At stations with more than three leading firefighters two additional officers (three in total) can take leave, however the station officer and sub officer cannot be off at the same time.

3 Non-typical work patterns

- 3.1 Annual leave for day duty staff may commence on any day of the week.
- 3.2 Staff opting for the 10 day fortnight day duty system will have their leave adjusted on an individual basis.

4 Flexible duty system

- 4.1 Deputy assistant commissioners and above are entitled to 35 days scale A leave. Group and station commanders are entitled to 28 days scale A leave. When scale A days are taken, days which would otherwise have been rota or off duty days which fall within a period of annual leave count as days of annual leave.
- 4.2 Seven days of the scale A annual leave entitlement may be taken as individual days by officers who work the flexible duty system, provided there is no overall increase in the amount of scale A annual leave taken. Out of the seven days concerned, two are to be set against the rota days or off duty days in order to avoid an increase in leave.
- 4.3 Flexible Duty System leave for officers is administered through the Establishment and Performance team (EPT). In line with Policy number 327- Guidance for senior managers in relation to mobilising and rota management.

5 Leave allocation on Public Holiday

- 5.1 The Brigade has agreed that for those duty periods commencing on public holidays, staffing levels throughout the Brigade will be maintained to make sure that as many personnel as possible are on leave on those designated days and that the criteria set out in paragraphs 5.2 and 5.3 below are met.
- 5.2 In order to achieve this objective, crewing throughout the Brigade on duties commencing on public holidays days will be maintained at 'normal' level as a maximum.
- 5.3 Normal crewing is defined as follows by reference to the type and nature of appliance and calculated on a station by station basis:
 - Pump Ladder 5
 - Pump 4
 - Turntable Ladders 2
 - Hydraulic Platform 2
 - Aerial Ladder Platforms 2
 - Fire Rescue Unit 4
 - Fireboat 5
 - Operational Support Unit 1
 - Fire Investigation Unit 1
- 5.4 The normal crewing level to include the leading firefighter or sub/station officer of the appliance and the necessary skills required to operate alternatively crewed appliances.

5.5 Should appliance availability projections change after the leave allocation on public holidays provisions have been fully applied, the assistant commissioner fire stations or the deputy commissioner may ask at any time for volunteers to report for duty from those nominated to take leave.

6 Shift duty staff at stations on public holidays

6.1 The action described below will be taken in order to achieve the reduction:

- Station commanders will make certain that watch personnel on duty, for those shifts commencing on a public holiday which attract enhanced payments (Policy number 430 - Casual overtime duty, leave and allowance and public holiday rates – operational staff), will take leave in order to achieve 'normal' crewing. In doing so, the station leave allocations for those periods may be exceeded, while still maintaining the criteria set out in sections 5.3 to 5.5 above.
- Where a station's circumstances are such that leave allocated under this policy would take the riding position below 'normal' crewing, leave booked in accordance with the allocation will be honoured.
- At one appliance stations the provisions of Policy number 439 - Procedure for covering absences of uniformed managers shall apply in order to ensure that the spirit of this policy is met.

6.2 Should it become necessary to order personnel to take leave, nominees must be notified of this requirement by their tour of duty (i.e. during the 2 day duties and 2 night duties) prior to the tour of duty in which the public holiday falls. Personnel who, having been absent sick, either:

- Indicate at a time during the four leave days between the tour of duty prior to the public holiday and the public holiday in question their intention to return to work; or
- Whose first duty on return to work coincides with a public holiday, will be ordered not to attend for duty on the public holiday(s) unless the assistant commissioner/head of department deems that they are required for duty in order to satisfy the criteria set down in paragraph 5.1.

6.3 The area DAC or borough commanders, as appropriate, will make sure that the arrangements set out in paragraphs 5.1 and 5.2 are applied equitably to all personnel.

6.4 Should it be projected that there will be insufficient officers on duty, a message will be published instructing that officers should not be ordered to take leave to achieve the crewing level set out in paragraph 5.2.

7 Other shift staff on public holidays

7.1 Shift duty staff not posted to fire stations will take leave on statutory public holidays but will be subject to arrangements agreed with the assistant commissioner or head of department. Assistant commissioners and heads of departments are to make sure that attendance is kept to a minimum, and only required where the presence of personnel is essential in order to maintain the effectiveness and efficiency of the Brigade's operations.

8 Public holiday lieu days

Entitlement

8.1 Where a PH falls between two night duties and an individual has been rostered off for one of those night duties then they will still be entitled to a lieu day in respect of any hours actually worked on the PH.

Administrative arrangements

8.2 Sub/station officers will record this entitlement to an additional lieu day (time off in lieu –TOIL) as compensatory leave in StARS and mark the PARC accordingly.

- Enter PH leave code into rotabook for shift rostered.
- Add comment in the PARC (Rostered PH 2nd night TOIL due).
- When TOIL is taken, enter CL in rotabook and mark comment in PARC. (TOIL taken for (date of rostered PH to be entered)).

Note: Full details including an example of the administrative procedure for recording TOIL for periods worked on a rostered PH are available by using the following route:

media/rb_leave_TOIL.pdf

9 Day duty staff on public holidays

9.1 Day duty staff serving at fire stations or other Brigade establishments will under normal circumstances take leave whenever their duty falls on a public holiday. They will however, be subject to arrangements agreed with their line manager or head of department should they be required to perform a duty on a 'holiday' in order to meet the Brigade's statutory responsibilities.

10 Suspension or variation of leave allocation on public holidays

10.1 The deputy commissioner or assistant commissioner fire stations may suspend these arrangements for shift duty staff at stations, on any public holiday where it is anticipated that application of policy may adversely affect appliance availability.

10.2 Notification to personnel of any suspension of these arrangements would be made a minimum of 21 days in advance of the duty wherever possible. However, where unforeseen circumstances adversely affect appliance availability, then less notice may be given. Should less than 21 days notice be given, any personnel already nominated to take leave in compliance with policy would be given the option to either report for duty or continue on leave.

10.3 It should be noted that the provisions of this policy remain in place for every public holiday unless a message to suspend or vary arrangements is promulgated by the deputy commissioner or assistant commissioner fire stations.

11 Help and support

11.1 Please contact the HR Helpdesk on extension 89100 option 3 and by email to IT.HR@london-fire.gov.uk.

11.2 This policy may also be available on request in other alternative accessible formats as set out in Policy number 290 – Guidance note on translation and interpretation. Please contact Communications on extension 30753 and by email to communications.team@london-fire.gov.uk to discuss your needs and options.

11.3 The Brigade invites your engagement so that it can learn so if you have a suggestion that can improve this policy then please submit your idea via the Staff Suggestion Scheme on Hotwire as set out in [Policy number 887](#) – Staff suggestion scheme. Any changes do need to go through the agreed engagement, consultation, negotiation or governance requirements.

Appendix 1 - Leave allocation for stations 2026 A-Z

2026	January				February				March				April			May				June			
Station	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Acton	1	1	1	1	2	2	1	1	1	1	2	2	1	2	1	1	2	2	1	1	1	1	
Addington	3	2	2	3	3	2	2	2	2	2	2	3	2	2	2	2	2	2	2	2	3	2	2
Barking	3	2	2	2	2	2	3	3	2	2	2	3	2	2	2	2	2	2	2	2	2	3	2
Barnet	1	1	1	1	1	2	2	2	1	1	1	1	2	2	1	1	1	2	1	1	1	2	2
Battersea	3	3	2	2	2	3	3	3	2	3	3	3	3	3	3	2	3	3	2	2	3	2	3
Beckenham	1	1	2	1	2	2	1	1	1	1	1	2	1	2	1	1	1	1	1	2	1	1	1
Bethnal Green	3	3	2	2	2	3	3	3	2	3	3	2	3	3	3	2	3	3	3	3	3	3	2
Bexley	2	3	3	3	3	2	3	2	3	3	3	2	3	3	2	2	3	3	3	3	3	3	2
Biggin Hill	1	1	1	1	2	2	1	1	2	1	1	1	2	2	1	1	1	2	2	1	1	1	2
Brixton	2	2	2	2	2	2	3	3	3	2	2	2	3	2	2	3	2	2	3	2	2	2	3
Bromley	3	2	2	2	2	3	2	2	2	2	3	2	3	2	2	2	2	2	2	2	3	2	2
Chelsea	3	3	2	2	2	3	3	3	2	3	3	3	3	3	2	3	3	2	3	3	2	2	3
Chingford	2	2	1	1	2	1	1	1	1	1	2	1	1	2	1	2	1	1	1	2	1	1	2
Chiswick	2	1	1	2	1	1	1	1	1	1	2	1	2	2	1	1	2	1	2	1	1	1	2
Clapham	2	2	2	2	2	2	1	2	2	2	2	2	2	2	2	2	2	2	2	2	1	2	2
Croydon	4	4	4	3	4	4	4	3	3	4	4	4	4	4	4	4	3	4	4	3	4	4	4
Dagenham	2	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	2	3	3	3	3	3	3
Deptford	1	1	1	1	2	2	2	1	1	1	1	2	2	1	1	1	1	1	1	1	2	1	2
Dockhead	2	2	2	2	2	2	2	2	2	2	2	2	2	3	2	2	2	2	2	2	2	2	2
Dowgate	1	1	1	1	2	2	1	1	1	2	1	2	2	1	1	1	1	2	2	1	1	1	1
Ealing	2	1	2	2	1	2	1	1	2	2	2	2	1	2	2	2	2	2	2	2	1	2	1
East Greenwich	3	2	2	3	3	2	3	2	2	2	2	2	3	2	2	2	2	2	2	2	2	2	3

2026	July				August				September			October				November				December			
Station	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46
Acton	1	1	1	1	1	2	2	1	1	2	2	1	1	1	1	1	2	2	2	1	1	2	1
Addington	2	3	3	3	3	2	2	2	2	2	2	2	3	2	3	2	2	2	2	2	3	2	3
Barking	3	2	2	3	3	2	2	3	3	2	2	2	2	2	3	3	2	2	2	2	2	2	3
Barnet	1	1	1	2	2	2	1	1	1	1	1	2	1	2	1	2	1	1	1	1	2	1	1
Battersea	3	3	3	3	3	3	2	2	3	3	2	2	3	3	3	3	3	2	2	3	3	3	2
Beckenham	1	2	2	1	1	1	2	2	1	1	2	1	2	1	1	2	1	1	1	2	2	2	1
Bethnal Green	2	3	3	3	2	2	3	3	2	3	3	2	2	3	3	3	3	2	2	3	3	3	3
Bexley	3	3	3	3	2	2	3	3	3	2	2	3	3	3	2	3	2	2	3	3	3	2	3
Biggin Hill	1	1	1	2	2	2	1	1	1	1	1	1	1	2	2	1	1	2	2	1	1	1	1
Brixton	2	2	3	3	2	2	2	3	2	2	2	2	2	2	2	2	2	2	3	2	3	3	2
Bromley	2	3	2	2	2	2	3	3	2	3	2	2	2	3	3	2	2	2	2	3	2	2	3
Chelsea	3	3	3	3	3	3	2	2	3	3	2	2	2	3	3	3	3	2	3	3	3	2	3
Chingford	1	2	1	1	2	2	1	1	1	1	1	1	2	2	1	1	2	1	1	1	1	1	2
Chiswick	2	1	1	1	2	2	1	1	1	1	1	1	1	2	1	1	2	1	1	1	1	2	2
Clapham	2	2	1	2	2	2	2	2	2	2	2	2	2	2	2	1	2	2	2	2	2	2	2
Croydon	4	4	4	4	4	4	3	3	4	4	4	4	4	4	4	4	3	3	4	4	4	4	4
Dagenham	3	3	3	2	2	3	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	2	3
Deptford	2	1	1	1	1	2	2	1	2	1	1	1	1	1	1	2	2	1	2	1	2	1	1
Dockhead	2	2	2	2	2	2	3	3	2	2	2	2	2	2	2	2	2	2	2	2	2	3	2
Dowgate	1	1	1	1	1	2	2	1	1	2	2	1	1	1	2	1	1	1	1	2	2	2	1
Ealing	2	1	2	2	2	2	1	1	2	2	2	1	2	2	2	2	2	1	1	2	2	2	2
East Greenwich	3	2	3	3	3	2	2	2	2	2	2	2	2	3	2	2	3	2	2	2	2	3	2

2026	January				February				March				April			May				June			
Station	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
East Ham	2	3	3	3	2	2	3	3	3	3	3	2	3	2	3	3	3	2	3	3	3	2	3
Edmonton	4	3	3	3	4	4	4	4	4	4	4	4	4	4	4	4	3	4	4	4	3	4	4
Eltham	2	1	1	1	1	1	2	2	1	1	1	2	1	2	1	1	1	1	1	1	1	1	2
Enfield	2	2	2	2	2	2	3	3	3	2	2	2	2	3	3	2	2	2	3	2	2	3	2
Erith	2	2	2	1	1	1	1	1	1	1	2	1	1	2	2	1	1	1	2	2	1	1	1
Euston	2	3	3	2	2	3	3	3	3	2	3	3	2	3	3	2	2	2	2	3	3	3	3
Feltham	3	2	2	3	3	2	2	2	2	2	2	2	3	3	2	2	2	2	2	2	3	2	3
Finchley	2	3	3	3	2	2	3	3	3	3	2	3	3	3	2	2	2	3	3	3	3	3	3
Forest Hill	2	3	3	3	3	2	3	2	3	3	3	3	3	2	2	3	3	2	3	3	3	3	2
Fulham	1	1	1	1	2	2	1	1	1	2	1	2	2	1	1	1	2	2	1	1	1	1	1
Greenwich	2	2	2	2	2	2	1	2	2	2	2	2	2	2	2	2	2	1	2	2	2	2	2
Hainault	2	2	1	1	1	2	1	1	1	1	1	2	1	1	2	1	1	1	2	2	1	1	1
Hammersmith	3	3	3	2	2	2	3	2	2	2	2	2	3	2	2	2	2	2	2	2	3	3	2
Harold Hill	1	1	1	1	1	2	2	1	1	1	2	1	2	2	1	1	1	2	1	1	1	1	1
Harrow	1	1	1	1	1	1	2	2	1	2	1	1	2	2	1	1	1	1	1	1	2	2	2
Hayes	2	2	2	2	2	2	1	2	2	2	2	2	2	2	2	2	2	2	2	2	1	2	2
Heathrow	1	1	1	1	2	1	2	1	1	1	2	1	2	2	1	1	1	1	1	1	1	1	2
Hendon	2	2	2	2	2	2	3	3	3	2	2	2	2	3	2	2	2	2	3	2	3	2	2
Heston	4	3	3	4	4	4	4	3	4	4	4	4	4	4	4	4	3	4	3	4	4	4	4
Hillingdon	3	2	2	2	2	3	2	2	2	2	3	2	3	2	2	2	2	2	2	2	3	2	2
Holloway	2	2	2	2	2	2	2	2	2	2	2	3	2	2	2	2	2	2	2	2	2	2	2

2026	July				August				September				October				November				December			
Station	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	
East Ham	3	3	2	2	3	3	3	3	3	2	2	2	2	3	3	3	2	3	3	3	2	3		
Edmonton	4	4	3	3	4	4	4	4	4	4	4	4	4	4	4	4	3	3	4	4	4	4		
Eltham	1	2	1	1	2	2	1	1	1	2	2	1	2	2	1	1	1	1	1	1	2	1		
Enfield	2	2	3	3	2	2	2	3	2	2	2	2	2	2	2	2	3	3	2	2	2	3		
Erith	1	2	1	1	1	2	2	1	1	1	1	1	1	1	2	2	1	1	1	1	2	1		
Euston	3	3	2	2	3	3	3	3	3	3	3	3	3	3	2	2	3	2	3	3	3	2		
Feltham	2	2	3	3	3	2	2	2	2	2	2	2	2	2	3	2	2	2	3	2	2	3		
Finchley	3	3	2	3	3	3	3	2	3	2	2	3	3	3	2	3	2	2	3	3	3	2		
Forest Hill	3	3	3	3	3	2	2	3	3	2	2	3	3	3	2	3	2	2	3	3	3	2		
Fulham	1	1	1	2	2	2	1	1	1	1	2	2	2	2	1	1	1	1	1	1	2	1		
Greenwich	2	2	2	2	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1		
Hainault	1	1	1	1	1	2	2	1	2	1	2	2	1	1	1	2	1	1	1	1	2	1		
Hammersmith	2	2	2	2	3	3	3	2	2	2	2	2	2	3	2	2	3	2	2	2	2	2		
Harold Hill	2	2	2	1	1	1	2	2	1	1	1	1	1	1	2	1	1	2	1	2	1	2		
Harrow	2	1	1	1	2	2	1	1	1	1	1	1	2	2	1	1	1	1	1	1	2	1		
Hayes	2	2	2	2	2	2	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1		
Heathrow	2	1	2	1	1	1	2	2	2	1	1	2	1	1	2	2	1	1	1	1	1	1		
Hendon	2	3	3	3	2	2	2	3	2	2	2	2	3	2	2	2	2	2	2	2	3	2		
Heston	4	4	4	4	4	4	3	3	4	4	4	4	4	4	4	4	3	3	4	4	4	4		
Hillingdon	2	3	3	2	2	2	3	3	2	2	2	2	2	3	3	2	2	2	2	3	2	2		
Holloway	2	2	3	3	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3		

2026	January				February				March				April			May				June			
Station	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Homerton	2	2	2	2	3	3	2	3	2	2	2	2	3	2	2	2	2	2	3	3	2	3	2
Hornchurch	2	1	1	1	2	2	1	1	1	1	2	2	1	1	1	1	1	1	2	2	1	1	1
Hornsey	3	2	2	2	2	2	3	3	2	2	2	3	2	2	2	2	2	2	2	2	2	3	2
Ilford	3	2	2	3	3	2	3	2	2	2	2	2	3	2	2	2	2	2	2	2	2	2	3
Islington	2	3	3	2	3	3	2	3	3	3	3	2	3	2	3	3	2	2	3	3	2	3	3
Kensington	1	1	2	1	1	2	1	1	1	1	2	2	1	2	1	1	2	2	1	1	1	1	1
Kentish Town	2	3	2	2	2	2	3	3	2	3	2	3	2	2	2	2	2	2	2	2	2	2	2
Kingston	3	2	2	2	3	2	2	3	2	3	2	3	2	2	2	2	2	2	2	2	2	2	2
Lambeth	3	3	2	2	2	2	3	3	2	2	2	3	2	2	2	2	2	2	2	2	2	3	2
Lambeth River	1	1	1	2	2	1	1	1	1	2	2	1	1	1	2	1	2	2	1	1	1	1	1
Lee Green	2	2	1	2	1	2	1	1	2	2	2	2	1	2	2	2	2	2	2	2	1	2	2
Lewisham	2	2	3	3	3	2	3	3	3	3	3	2	3	3	2	3	3	3	3	2	2	2	2
Leyton	1	1	1	1	2	2	1	1	1	2	2	2	1	1	1	1	2	2	1	1	1	1	1
Leytonstone	1	1	2	1	1	1	2	2	1	1	1	2	1	1	2	1	1	1	2	2	1	1	1
Mill Hill	2	1	1	1	2	2	1	1	1	1	1	2	1	2	1	1	1	1	2	2	1	1	1
Millwall	1	1	1	1	2	2	1	1	2	1	2	1	2	1	1	1	1	1	2	2	2	1	1
Mitcham	2	2	2	2	2	2	2	2	2	2	2	2	2	3	2	2	2	2	2	2	2	2	2
New Cross	2	2	1	2	1	1	1	1	1	1	2	1	1	2	1	1	2	1	2	1	1	1	2
New Malden	2	1	1	1	1	2	2	1	1	1	1	2	1	2	1	1	1	1	2	2	1	1	1
Norbury	2	2	2	2	2	2	3	3	3	2	2	2	3	2	2	2	2	2	3	2	2	2	3
North Kensington	2	3	3	2	2	2	3	3	2	2	2	3	2	2	2	2	2	2	2	2	2	2	3
Northolt	3	2	2	2	2	3	2	2	2	3	3	2	3	2	2	2	2	2	2	2	3	2	2

2026	July				August				September			October				November				December			
Station	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46
Homerton	2	2	3	3	2	2	2	2	3	2	2	2	2	2	3	2	2	2	2	2	3	2	3
Hornchurch	2	1	2	1	1	1	2	2	1	1	1	1	1	1	2	2	1	2	1	1	1	1	2
Hornsey	2	2	2	3	3	2	2	3	3	2	2	2	2	2	3	3	2	2	3	2	2	3	2
Ilford	3	2	2	2	3	3	3	2	2	2	2	2	2	3	2	2	3	2	2	2	2	3	2
Islington	3	3	3	3	3	3	2	2	3	3	2	3	3	3	2	3	2	2	3	3	3	3	2
Kensington	1	2	1	1	2	2	1	1	1	1	2	1	2	2	1	1	1	2	1	1	1	1	2
Kentish Town	2	3	2	3	3	2	2	3	3	2	2	2	2	2	3	2	2	2	3	2	2	3	2
Kingston	2	2	2	3	2	3	3	3	3	2	2	2	2	3	2	2	3	2	2	2	2	3	2
Lambeth	2	2	2	3	3	2	2	3	3	2	2	2	2	2	2	3	2	2	2	2	3	2	3
Lambeth River	1	1	1	2	2	2	1	1	1	1	2	1	1	2	2	1	1	2	2	1	1	1	1
Lee Green	2	1	2	2	2	2	1	1	2	2	1	1	2	2	2	1	2	2	1	2	2	2	2
Lewisham	3	3	3	3	2	2	3	3	3	3	3	2	3	3	3	2	3	3	3	3	3	2	2
Leyton	1	1	2	1	1	1	2	2	1	1	2	1	2	1	2	1	1	1	2	1	1	1	2
Leytonstone	1	2	1	1	2	2	1	1	2	1	1	1	2	2	1	1	1	2	1	1	1	1	2
Mill Hill	1	1	2	1	1	1	2	2	2	1	1	1	2	1	2	1	1	1	1	1	2	1	2
Millwall	1	1	2	1	1	1	2	2	1	1	1	1	1	1	2	2	1	1	1	1	2	2	1
Mitcham	2	2	2	2	2	2	3	3	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3
New Cross	1	1	2	1	1	1	2	2	1	1	1	1	1	1	2	1	1	1	2	2	1	2	1
New Malden	1	1	2	1	1	1	2	2	2	1	1	2	2	1	1	1	2	1	1	1	1	1	2
Norbury	3	2	3	3	2	3	2	2	2	2	2	2	2	2	3	2	2	2	2	3	2	2	3
North Kensington	2	3	2	2	2	3	3	3	2	2	2	2	2	2	3	2	2	3	2	2	2	2	3
Northolt	2	3	3	2	2	2	3	3	2	2	2	2	2	3	3	2	2	2	2	2	2	3	2

2026	January				February				March				April			May				June			
Station	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Old Kent Road	2	2	2	2	2	2	1	2	2	2	2	2	2	2	2	2	1	2	2	2	2	2	
Orpington	3	2	2	3	3	2	2	2	2	2	2	2	3	2	2	3	2	2	2	2	2	2	
Paddington	4	4	4	4	4	5	5	4	4	4	5	4	4	4	4	4	4	4	5	4	4	4	
Park Royal	2	2	2	2	2	2	2	2	2	2	2	2	3	2	2	2	2	2	2	2	2	2	
Peckham	1	1	1	1	2	2	1	1	1	1	2	2	1	2	1	1	2	2	1	1	1	1	
Plaistow	2	2	2	2	2	2	2	2	2	2	2	2	3	2	2	2	2	2	2	2	2	2	
Plumstead	2	2	2	2	2	2	3	3	2	3	3	2	3	2	2	2	2	2	3	2	2	3	
Poplar	2	1	1	1	1	1	2	1	1	1	1	2	1	2	2	2	2	1	1	1	1	1	
Purley	1	2	2	1	1	2	1	1	1	1	1	2	1	1	2	1	1	1	1	2	1	1	
Richmond	2	2	2	2	2	2	2	2	2	2	2	3	2	2	2	2	2	2	2	2	2	2	
Romford	2	1	1	1	1	1	2	2	1	1	1	2	1	1	2	1	1	1	1	2	1	1	
Ruislip	1	1	1	1	2	2	1	1	1	2	1	2	1	2	1	1	1	2	2	1	1	1	
Shadwell	1	1	1	1	1	2	2	1	2	1	2	1	2	1	1	1	1	2	2	1	1	1	
Shoreditch	1	1	1	1	2	2	1	1	1	2	1	2	1	2	1	1	2	2	1	1	1	1	
Sidcup	2	2	2	2	2	2	3	3	2	3	2	2	3	2	2	3	2	2	3	2	2	2	
Soho	2	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	2	3	3	3	3	3	
Southall	3	3	2	2	2	2	3	3	2	2	2	3	2	2	2	2	2	2	2	2	2	2	
Southgate	1	1	1	1	2	2	1	1	1	1	2	1	1	2	2	1	2	1	2	2	1	1	
Stanmore	2	2	2	3	2	2	3	3	2	2	2	2	2	3	2	2	2	2	3	2	3	2	
Stoke Newington	3	3	2	2	2	2	3	2	2	2	3	2	3	2	2	2	2	2	2	2	2	3	
Stratford	2	1	2	2	1	2	1	1	2	2	2	2	1	2	2	2	2	2	2	2	1	2	

2026	July				August				September			October				November				December			
Station	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46
Old Kent Road	2	2	2	2	2	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1
Orpington	2	3	3	3	3	2	2	2	3	2	2	2	3	2	2	2	2	2	2	2	3	2	3
Paddington	4	4	5	5	5	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	5	5	4
Park Royal	2	2	2	2	3	3	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3
Peckham	1	1	1	2	2	2	1	1	2	1	1	2	2	2	1	1	1	2	1	1	1	1	1
Plaistow	2	2	2	2	3	3	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	2
Plumstead	2	2	3	3	2	2	2	3	2	2	2	2	3	2	2	2	3	2	2	2	2	2	3
Poplar	1	2	1	2	2	2	1	1	1	1	1	1	1	2	2	2	1	2	1	1	1	1	1
Purley	1	2	2	1	1	1	2	2	2	1	1	2	1	1	1	2	1	1	1	1	2	1	2
Richmond	2	2	3	3	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	2
Romford	1	2	2	1	1	1	2	2	2	1	1	2	2	1	1	1	1	1	1	1	2	2	1
Ruislip	1	1	1	1	1	2	2	1	1	2	2	1	1	1	1	1	2	2	2	1	1	2	1
Shadwell	1	1	2	2	1	1	2	2	1	1	1	2	1	1	2	2	1	1	1	1	1	1	2
Shoreditch	1	1	1	1	1	2	2	1	1	2	2	1	1	1	1	1	2	2	1	2	1	2	1
Sidcup	3	2	3	3	2	2	2	3	2	2	2	2	2	2	3	2	2	2	3	2	2	3	2
Soho	3	3	2	3	3	2	3	3	3	3	3	3	2	3	3	3	3	3	3	3	3	3	2
Southall	3	2	3	3	2	2	3	3	2	2	2	2	2	2	3	3	2	2	2	2	2	3	2
Southgate	1	1	1	2	2	2	1	1	1	1	1	1	1	2	2	2	1	1	1	1	2	1	1
Stanmore	2	3	3	3	2	2	2	3	2	2	2	2	3	2	2	2	3	2	2	2	2	2	3
Stoke Newington	3	2	2	2	3	3	3	2	2	2	2	2	2	3	2	2	2	2	2	3	2	2	3
Stratford	2	1	1	1	2	2	2	2	2	2	2	1	2	2	2	2	2	1	1	2	2	2	2

2026	January				February				March				April			May				June				
Station	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	
Surbiton	2	1	1	2	1	1	1	1	1	1	2	1	1	2	2	2	2	1	1	1	2	1	1	
Sutton	2	3	3	3	2	2	3	3	3	3	3	2	3	2	3	2	2	3	3	3	3	3	3	
Tooting	2	2	3	3	2	2	2	2	2	2	2	3	3	2	2	2	2	2	3	2	2	2	2	
Tottenham	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3	2	3	3	3	3	3	3	3	
Twickenham	2	2	2	3	2	2	3	2	2	3	3	2	3	2	2	2	2	2	3	2	2	2	3	
Wallington	1	1	1	1	2	2	2	1	1	1	2	1	2	1	1	1	1	2	2	1	1	1	2	
Walthamstow	3	2	2	2	3	2	3	2	2	2	2	3	2	2	2	2	2	2	2	2	2	3	2	
Wandsworth	2	2	1	2	1	2	1	1	2	2	2	2	1	2	2	2	2	2	2	2	2	1	2	1
Wembley	4	4	4	4	4	5	4	4	4	4	4	4	5	5	4	4	4	4	5	4	4	4	4	
Wennington	1	1	2	1	1	2	2	1	1	1	1	2	2	1	1	1	1	1	1	1	2	1	1	
West Hampstead	3	2	2	2	2	2	3	3	2	2	2	3	3	2	2	2	2	2	2	2	2	3	2	
West Norwood	2	2	3	2	2	3	2	2	2	2	3	2	3	2	2	2	2	2	2	2	3	2	2	
Whitechapel	1	1	2	1	1	2	1	1	1	1	2	1	1	2	2	1	1	2	1	2	1	1	1	
Willesden	1	2	2	1	1	1	2	1	1	1	1	2	1	2	1	1	1	1	2	2	1	1	2	
Wimbledon	3	3	3	3	3	4	4	3	3	3	4	3	3	4	3	3	3	3	4	3	3	3	3	
Woodford	2	1	1	1	1	2	2	1	1	1	2	1	1	2	1	1	1	1	2	1	1	1	1	
Woodside	1	1	1	1	2	2	1	1	1	1	2	2	1	2	1	1	1	2	2	1	1	1	1	
CBRN RRT	2	1	1	1	2	2	1	1	1	1	2	2	2	2	2	1	1	2	2	1	1	1	1	

2026	July				August				September			October				November				December			
Station	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46
Surbiton	1	2	1	1	1	2	2	1	1	1	2	2	1	1	1	1	2	1	1	1	1	2	1
Sutton	2	3	3	3	3	3	2	2	3	3	2	3	2	3	2	3	2	3	3	3	3	3	2
Tooting	2	3	3	3	2	2	2	3	2	2	2	2	2	3	3	2	2	3	2	2	2	2	3
Tottenham	3	3	2	3	3	3	3	2	2	3	3	3	3	2	3	3	3	2	3	3	3	3	3
Twickenham	2	2	3	3	2	2	2	3	2	2	2	2	2	2	3	2	2	2	2	2	3	3	2
Wallington	1	2	1	1	2	2	1	1	1	1	1	2	2	2	1	1	1	1	1	1	1	1	2
Walthamstow	2	2	3	3	3	2	3	2	2	2	2	2	3	2	3	3	2	2	2	2	2	2	3
Wandsworth	2	1	1	1	2	2	2	2	2	2	2	1	2	2	2	2	2	1	1	2	2	2	2
Wembley	4	4	4	4	4	5	5	5	4	4	4	4	4	4	4	4	4	4	4	4	4	5	5
Wennington	1	2	1	1	2	2	1	1	2	2	1	1	2	2	1	1	1	2	1	1	1	1	2
West Hampstead	2	2	2	3	3	2	2	3	3	2	2	2	2	2	3	2	2	2	2	3	2	2	3
West Norwood	2	2	3	2	2	2	3	3	3	3	2	2	2	3	2	2	2	2	2	2	3	3	2
Whitechapel	1	1	2	1	1	1	2	2	2	1	1	2	2	1	2	1	1	1	1	1	1	2	1
Willesden	1	1	2	1	1	1	2	2	1	1	1	2	2	1	1	1	1	1	1	1	2	2	1
Wimbledon	3	3	3	4	4	4	3	3	3	3	3	3	3	4	3	3	3	3	3	3	4	3	4
Woodford	2	2	1	1	2	2	2	1	1	1	1	1	1	2	2	1	1	1	1	2	2	1	1
Woodside	1	1	2	1	1	1	2	2	1	1	2	2	1	1	2	1	1	1	1	1	2	2	1
CBRN RRT	1	2	2	2	2	2	2	2	2	1	1	1	1	2	2	1	1	1	1	2	2	2	2

Appendix 2 - Leave allocation periods and dates 2026

PERIOD	White		Red		Blue		Green	
1	01-Jan-26	04-Jan-26	03-Jan-26	06-Jan-26	05-Jan-26	08-Jan-26	07-Jan-26	10-Jan-26
2	09-Jan-26	12-Jan-26	11-Jan-26	14-Jan-26	13-Jan-26	16-Jan-26	15-Jan-26	18-Jan-26
3	17-Jan-26	20-Jan-26	19-Jan-26	22-Jan-26	21-Jan-26	24-Jan-26	23-Jan-26	26-Jan-26
4	25-Jan-26	28-Jan-26	27-Jan-26	30-Jan-26	29-Jan-26	01-Feb-26	31-Jan-26	03-Feb-26
5	02-Feb-26	05-Feb-26	04-Feb-26	07-Feb-26	06-Feb-26	09-Feb-26	08-Feb-26	11-Feb-26
6	10-Feb-26	13-Feb-26	12-Feb-26	15-Feb-26	14-Feb-26	17-Feb-26	16-Feb-26	19-Feb-26
7	18-Feb-26	21-Feb-26	20-Feb-26	23-Feb-26	22-Feb-26	25-Feb-26	24-Feb-26	27-Feb-26
8	26-Feb-26	01-Mar-26	28-Feb-26	03-Mar-26	02-Mar-26	05-Mar-26	04-Mar-26	07-Mar-26
9	06-Mar-26	09-Mar-26	08-Mar-26	11-Mar-26	10-Mar-26	13-Mar-26	12-Mar-26	15-Mar-26
10	14-Mar-26	17-Mar-26	16-Mar-26	19-Mar-26	18-Mar-26	21-Mar-26	20-Mar-26	23-Mar-26
11	22-Mar-26	25-Mar-26	24-Mar-26	27-Mar-26	26-Mar-26	29-Mar-26	28-Mar-26	31-Mar-26
12	30-Mar-26	02-Apr-26	01-Apr-26	04-Apr-26	03-Apr-26	06-Apr-26	05-Apr-26	08-Apr-26
13	07-Apr-26	10-Apr-26	09-Apr-26	12-Apr-26	11-Apr-26	14-Apr-26	13-Apr-26	16-Apr-26
14	15-Apr-26	18-Apr-26	17-Apr-26	20-Apr-26	19-Apr-26	22-Apr-26	21-Apr-26	24-Apr-26
15	23-Apr-26	26-Apr-26	25-Apr-26	28-Apr-26	27-Apr-26	30-Apr-26	29-Apr-26	02-May-26
16	01-May-26	04-May-26	03-May-26	06-May-26	05-May-26	08-May-26	07-May-26	10-May-26
17	09-May-26	12-May-26	11-May-26	14-May-26	13-May-26	16-May-26	15-May-26	18-May-26
18	17-May-26	20-May-26	19-May-26	22-May-26	21-May-26	24-May-26	23-May-26	26-May-26
19	25-May-26	28-May-26	27-May-26	30-May-26	29-May-26	01-Jun-26	31-May-26	03-Jun-26
20	02-Jun-26	05-Jun-26	04-Jun-26	07-Jun-26	06-Jun-26	09-Jun-26	08-Jun-26	11-Jun-26
21	10-Jun-26	13-Jun-26	12-Jun-26	15-Jun-26	14-Jun-26	17-Jun-26	16-Jun-26	19-Jun-26
22	18-Jun-26	21-Jun-26	20-Jun-26	23-Jun-26	22-Jun-26	25-Jun-26	24-Jun-26	27-Jun-26
23	26-Jun-26	29-Jun-26	28-Jun-26	01-Jul-26	30-Jun-26	03-Jul-26	02-Jul-26	05-Jul-26
24	04-Jul-26	07-Jul-26	06-Jul-26	09-Jul-26	08-Jul-26	11-Jul-26	10-Jul-26	13-Jul-26
25	12-Jul-26	15-Jul-26	14-Jul-26	17-Jul-26	16-Jul-26	19-Jul-26	18-Jul-26	21-Jul-26
26	20-Jul-26	23-Jul-26	22-Jul-26	25-Jul-26	24-Jul-26	27-Jul-26	26-Jul-26	29-Jul-26
27	28-Jul-26	31-Jul-26	30-Jul-26	02-Aug-26	01-Aug-26	04-Aug-26	03-Aug-26	06-Aug-26
28	05-Aug-26	08-Aug-26	07-Aug-26	10-Aug-26	09-Aug-26	12-Aug-26	11-Aug-26	14-Aug-26
29	13-Aug-26	16-Aug-26	15-Aug-26	18-Aug-26	17-Aug-26	20-Aug-26	19-Aug-26	22-Aug-26
30	21-Aug-26	24-Aug-26	23-Aug-26	26-Aug-26	25-Aug-26	28-Aug-26	27-Aug-26	30-Aug-26
31	29-Aug-26	01-Sep-26	31-Aug-26	03-Sep-26	02-Sep-26	05-Sep-26	04-Sep-26	07-Sep-26
32	06-Sep-26	09-Sep-26	08-Sep-26	11-Sep-26	10-Sep-26	13-Sep-26	12-Sep-26	15-Sep-26
33	14-Sep-26	17-Sep-26	16-Sep-26	19-Sep-26	18-Sep-26	21-Sep-26	20-Sep-26	23-Sep-26
34	22-Sep-26	25-Sep-26	24-Sep-26	27-Sep-26	26-Sep-26	29-Sep-26	28-Sep-26	01-Oct-26
35	30-Sep-26	03-Oct-26	02-Oct-26	05-Oct-26	04-Oct-26	07-Oct-26	06-Oct-26	09-Oct-26
36	08-Oct-26	11-Oct-26	10-Oct-26	13-Oct-26	12-Oct-26	15-Oct-26	14-Oct-26	17-Oct-26
37	16-Oct-26	19-Oct-26	18-Oct-26	21-Oct-26	20-Oct-26	23-Oct-26	22-Oct-26	25-Oct-26
38	24-Oct-26	27-Oct-26	26-Oct-26	29-Oct-26	28-Oct-26	31-Oct-26	30-Oct-26	02-Nov-26
39	01-Nov-26	04-Nov-26	03-Nov-26	06-Nov-26	05-Nov-26	08-Nov-26	07-Nov-26	10-Nov-26
40	09-Nov-26	12-Nov-26	11-Nov-26	14-Nov-26	13-Nov-26	16-Nov-26	15-Nov-26	18-Nov-26
41	17-Nov-26	20-Nov-26	19-Nov-26	22-Nov-26	21-Nov-26	24-Nov-26	23-Nov-26	26-Nov-26
42	25-Nov-26	28-Nov-26	27-Nov-26	30-Nov-26	29-Nov-26	02-Dec-26	01-Dec-26	04-Dec-26
43	03-Dec-26	06-Dec-26	05-Dec-26	08-Dec-26	07-Dec-26	10-Dec-26	09-Dec-26	12-Dec-26
44	11-Dec-26	14-Dec-26	13-Dec-26	16-Dec-26	15-Dec-26	18-Dec-26	17-Dec-26	20-Dec-26
45	19-Dec-26	22-Dec-26	21-Dec-26	24-Dec-26	23-Dec-26	26-Dec-26	25-Dec-26	28-Dec-26
46	27-Dec-26	30-Dec-26	29-Dec-26	01-Jan-27	31-Dec-26	04-Jan-27		

Document history

Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	06/11/2023	SDIA	L - 25/02/2026	HSWIA	25/02/2026	RA	NA
-----	------------	------	----------------	-------	------------	----	----

Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Appendix 1 & 2	Reviewed as current, 2025 leave allocation incorporated.	25/09/2024
Page 2, Para 1.5	Reference to RMC altered to reflect the shift to CORE.	15/07/2025
Appendix 1 & 2 Page 4, Paras 5.5 & 8.1	Appendices updated to 2026 information. Minor re-drafting.	22/09/2025
Page 17	Updated SDIA and HSWIA impact assessment dates.	26/02/2026

Subject list

You can find this policy under the following subjects.

Conditions of service	Leave
-----------------------	-------

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	FOIA exemption	Security marking classification