

Casual overtime duty, leave and allowances and public holiday rates policy – operational staff

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Owner: **Assistant Director, People Services**
Responsible work team: **Policy, Pay and Reward**

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1 Introduction

- 1.1 This policy sets out the Brigade's arrangements on the entitlement to casual overtime, which is claimed as a payment or as LILO (Leave in Lieu of Overtime, formerly Extra duty leave, EDL) , and enhanced rates for working on public holidays for operational employees. It explains how LILO is to be applied for, granted and recorded. It also outlines the procedure to be followed when arranging for payment of casual overtime.
- 1.2 **'Authorising manager'** – A senior employee with delegation to authorise and validate claims for overtime reimbursement, this will usually be someone in the line management chain of the individual claiming.
- 1.3 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.

2 Casual overtime duty, leave and allowance

- 2.1 Section 4, Part B of the National Joint Council's Scheme of Conditions of Service provides for the payment, to employees in the roles of watch manager(sic)¹(Station Officer) and below (and in the case of casual overtime to station managers² (Station Commander) not on the flexible duty system), of an overtime allowance at time and a half (or double time on a public holiday) in respect of incidents where casual overtime is worked of 15 minutes or more duration. Employees may be granted upon request, LILO, subject to adherence to this policy, rather than receive overtime payments.

3 Entitlement to casual overtime

- 3.1 Casual overtime, i.e. duty performed in excess of the normal weekly duty, is to be discouraged and the only type of duty which will qualify as casual overtime will be that performed by you for the reasons set out in paragraph 3.2 of this policy.
- 3.2 Subject to paragraph 3.1, an allowance for casual overtime may be claimed:
 - (a) When you are prevented, for service reasons, from leaving at the end of your normal shift, e.g. you are detained at an emergency incident when working from your base station (in which case 20 minutes is to be allowed for cleaning and changing).
 - (b) You may not claim casual overtime when performing a standby (direct or on shift) for returning to your base station, as this is included within the standby allowances, however casual overtime may be claimed where you are prevented from leaving the standby station for service reasons at the end of the standby shift (see paragraph 3.2 (a) above).
 - (c) When you attend a place other than a fire station for official duty in off-duty time, e.g. attendance at a disciplinary hearing or attendance at court as party or witness as a direct

¹ References to Roles reflect how they appear in the last version of this document. (2009)

² Ibid

result of your employment by the Brigade. In these circumstances reasonable travelling time to and from work may be included. Inclusion of travel time does not apply on a day when you are rostered for duty.

- 3.3 There is no entitlement to casual overtime in respect of any of the following circumstances:
- (a) The extra time taken when you book direct to a station other than that to which you are normally attached.
 - (b) Any circumstances connected with the preparation for a hearing of a disciplinary charge.
 - (c) Attendance in off-duty time in connection with welfare meetings or any activities in connection with Brigade competitions.
 - (d) Visits to hospital for treatment as a result of injury either due to service or otherwise.
 - (e) Trade Union activities, duties or functions as authorised by the trade union facilities officer as set out in Policy number 1008 - Trade union time off and facilities policy applies.

4 Recording of overtime duty and overtime leave

- 4.1 Overtime/LILO is recorded and authorised on StARS.
- 4.2 All casual overtime performed must be claimed as an overtime payment upon accrual or converted to LILO and used within twelve months.
- 4.3 LILO cannot be used in lieu of:
- Public holiday enhanced payment for working on a PH day (this payment is now extracted from StARS and there is no facility to take it as LILO).
- 4.4 When you are transferred from one station to another the recorded overtime data transfers automatically via StARS. For qualifying overtime, the default in StARS will be for a payment rather than LILO – each individual will need to go to their Personal Payments View and select "Take as leave" for each overtime claim they want it for, **before** the station commander has authorised it. LILO will not appear in their Leave in Lieu cards until the station commander has authorised the overtime.
- 4.5 StARS authorisation is an endorsement as to the accuracy of the information entered and entitlement to claim.

5 Grant of LILO

- 5.1 LILO may be allowed only in respect of casual overtime performed during the previous twelve months. LILO may not be granted in anticipation of casual overtime which has not been performed.
- 5.2 Subject to paragraph 5.1 of this policy, the use of both full or part shift LILO for firefighters may be authorised by watch officers between seven calendar days before the date LILO is to be taken and up until the leave cut off period for the shift before LILO is required.

Applications for LILO for a sub officer or leading firefighter must be referred to the base station commander if available or the OOD for approval. The application must be made between seven days before up to the leave cut off as for firefighters. Station commanders **must** additionally consult CORE to ensure operational cover across the Brigade can be maintained before authorising LILO.

The following conditions on use of LILO apply:

- (a) LILO can only be entered/requested between seven days before and up until the leave cut off period the shift before it is required. Any requests or entries made outside of this period will be declined.
- (b) LILO **does not** form part of the watch leave entitlement.
- (c) LILO can only be granted if the watch remains self sufficient - for example, minimum ridership must be maintained at watch level.
- (d) LILO cannot be granted if it means a standby is required at the relevant station or overtime is incurred to cover the absence.
- (e) The only exception to this is where a watch is under establishment as set out in Policy number 583 - station based establishment and skills requirements, LILO can be granted by the station commander after consulting Control Operational Resourcing and Events (CORE) team /OOD to ensure the Brigade maintains appliance availability across all areas. Under establishment means there is a physical vacancy on the watch or there is a long term detachment (over three months) which has not been filled and does not cover personnel shortages caused, for example, by short term detachments, sickness or other such absences.
- (f) Partial shift LILO must be for a minimum period of 90 minutes and can only be used at the beginning or at the end of the shift.
- (g) Watch officers may only enter LILO for one person per watch, per shift. The LILO entered must only be for one single period; it cannot be split into separate periods across the shift. Additional requests must be made through CORE in consultation with the OOD the shift before it is required (taking into account normal leave cut off periods).
- (h) LILO cannot be combined with an early relief mutual exchange.
- (i) Once entered LILO cannot be removed or amended without permission of the OOD.
- (j) If LILO is authorised or amended by the OOD the PARC card must be annotated to reflect this (the PARC entry must include the name of the officer who authorised LILO and the date and time it was agreed).
- (k) LILO may not be entered on a public holiday (PH day) or Christmas day and Boxing day, for any personnel. A request must be submitted to CORE/OOD the shift before it is required (taking into account normal leave cut off periods).
- (l) If LILO is entered but subsequently someone enters leave which takes the watch below self sufficiency levels then the LILO must be removed. Scale A and B leave will take precedence if there is a dispute.
- (m) Requests for LILO will be supported where possible but CORE, in consultation with the OOD, may refuse a request if granting LILO will have an adverse effect on appliance availability.

5.3 LILO is an important asset in working more flexibly and one that greatly assists many staff when used as intended. LILO should not impact on the exigencies of the Brigade and cause appliances to be taken off the run, overtime to be incurred, or any additional stand by moves. The use of LILO will be monitored to ensure it is used within the spirit of this policy.

5.4 However the Assistant Commissioner Fire Stations may suspend these arrangements in exceptional circumstances where it is anticipated that application of the policy may adversely affect appliance availability. Seven days notice to personnel will be given wherever possible.

6 Payment of allowance

- 6.1 Overtime claims must be entered on StARS as soon as possible by the watch officer. After seven days, any claims that have not been entered onto StARS can only be entered by the station commander or more senior role. The claims on StARS will need to be authorised by the station commander or borough commander **by the 4th of each month** for payment in that month's salary.
- 6.2 Overtime worked will be authorised by a manager in a more senior role. The following reasons are to be used when recording on StARS.
- Operational Incident
 - Hanging On
 - Station Management Meeting
 - Attendance at Court
 - Disciplinary Hearing
 - Medical Appointment (only applicable when required to attend a Brigade medical appointment off duty whilst not reporting sick)
 - Voluntary Activity (at the discretion of the Brigade).
- 6.3 Casual operational overtime may be converted to LILO in the following manner, 1 hours casual operational overtime may be taken as 1.5 hours LILO - this conversion will be done automatically on StARS.
- 6.4 StARS authorisation is an endorsement as to the accuracy of the information entered and entitlement to claim.

7 Public holidays – payment of enhanced rates

Attendance on a normal rota duty on a public holiday

- 7.1 The enhanced rates are payable only in respect of a shift or part of a shift performed during the twenty-four hours of a public holiday.
- 7.2 Enhanced payment for shift based staff working on a designated public holiday must be authorised for payment via StARS by the station commander or Head of Section. This enhanced payment is paid for the actual hours performed at the basic hourly rate of pay. This ensures double time is paid for the hours worked on a public holiday.

Casual overtime performed on a public holiday

- 7.3 All such casual overtime is to be entered via StARS rotabook and any overtime incurred on a public holiday will be picked up by StARS and calculated at the appropriate rate.
- 7.4 Operational overtime performed whilst working on a Public Holiday may be converted to LILO in the following manner, 1 hour PH operational overtime may be converted to 2 hours LILO pro rata – this conversion will be done automatically on StARS.

8 Attendance for station management meetings

- 8.1 Watch officers who in their off-duty time attend a station management meeting will be entitled to claim up to 12-hours overtime annually for this purpose.

9 Records

- 9.1 Please send records by email to RecordsServices@london-fire.gov.uk. Records will be kept on your electronic personal record file (e-prf) and retained in accordance with Policy number 788 - Electronic personal record file (ePRF) policy. Personal data shall be processed in accordance with Policy number 351 – Data protection and privacy policy.

10 Help and support

- 10.1 Please contact the HR Helpdesk on extension 89100 option 3 and by email to IT.HR@london-fire.gov.uk.
- 10.2 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.
- 10.3 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

Document history

Assessments

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

EIA	30/05/24	SDIA	L - 23/08/23	HSWIA	08/04/24	RA	N/A
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Audit trail

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

Page/para nos.	Brief description of change	Date
	The content relating to public holidays – payment of enhanced rates in cancelled Policy Number 22 has been incorporated into this policy.	24/03/2009
Throughout	This policy has been reviewed as current, please read to familiarise yourself with the changes.	30/07/2012
Page 6	SIA date added.	12/11/2013
Page 6	SIA date updated.	06/11/2013
Page 2	3 rd bullet of para. 3.2 deleted; non-trade union representatives will now get LILO identical to TU reps as per PN 429. Reviewed as current.	12/09/2014
Page 6	Subject list and FOIA exemptions tables updated.	27/01/2015
Throughout	Minor amendments throughout. Reviewed as current.	16/03/2015
Throughout	Changes to reflect StARS recording and authorisation of overtime	31/07/2015
Page 3, para 4.3	Deletion of bullet point about returning fire gear to base station.	09/12/2015
Paras. 4.1, 4.5, 7.4	Removal of reference to overtime forms/register as all overtime is now recorded on StARS, following a MoPAC review.	26/05/2016
Page 3 paras 5.1 to 5.3 Throughout	Paragraphs updated to reflect changes to conditions on use of LILO and relevant administrative instructions. Deletion of outdated references relating to conditions on use of LILO and administrative instructions.	27/10/2017
Throughout	Amendments have been made to organisation, team and department names due to the aboliti Brigade distribution centre on of the London Fire and Emergency Planning Authority, now replaced with the London Fire Commissioner.	20/02/2019
Throughout	Minor re-drafting and some post titles amended.	18/11/2021
Page 6	SDIA date updated.	24/08/2023
Throughout	Reviewed as current with minor updates made. Records and, Help and support details added.	15/11/2023
Page 2, para 1.3	Values included.	25/03/2024
Page 6, para 9.1 Page 6, para 10.2 Page 7	Data protection details added. Access to alternative policy format details added. HSWIA date added.	22/04/2024

Page/para nos.	Brief description of change	Date
Page 6, para 9.1 and 10.3	Records Services and Staff suggestion scheme details added.	10/06/2024
Throughout	Reviewed against 2025 Grey Book 7 th edition.	15/05/2025
Throughout	References to RMC updated to CORE.	11/07/2025

Subject list

You can find this policy under the following subjects.

Leave	Overtime
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Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

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