LONDON FIRE BRIGADE

Annual leave and public holidays policy – operational staff

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1 Introduction

1.1 This policy sets out the Brigade's arrangements for annual leave and public holiday leave each year in accordance with the Scheme of Conditions of Service of the National Joint Council for Local Authorities' Fire Brigades ("the Grey Book"). This policy applies to operational employees.

1.2 Staff at the ranks of firefighter, leading firefighter, sub officer and station officer's scale A leave entitlement will be a 'pro rata' amount of leave as shown in StARS. ('Pro rata' leave is the exact number of 'on duty' days staff will be away from work). Staff with this allocation will book leave to cover their time off for duty days only.

1.3 **Definitions** - References to annual leave, scale A leave, scale B leave, or long-service leave (LSL) are as defined in paragraph 2.1 except firefighters, leading firefighters, sub officers and station officers. Their revised arrangements are as defined in the table in 2.4. References to public holidays (PH) are those stated in paragraph 6.1 and not to any other days which may, from time to time, be declared holidays.

1.4 **General arrangements** - The timing of annual leave, public holiday leave, long service leave or leave in lieu, under the arrangements set out in this policy, is at all times to be governed by operational requirements and to there being no reduction in fire cover. This policy should be read in conjunction with Policy number 538 – Annual and public holiday leave arrangements – uniformed staff for the relevant year.

1.5 **Senior officer leave** – Station commanders and above should book leave in accordance with this policy and Policy number 327 - Guidance for senior officers in relation to mobilising and rota management.

1.6 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 Annual leave entitlement

2.1 You are entitled to annual leave as per the table below and normally be permitted to take annual leave in excess of the entitlement already accrued at the time the leave is taken, up to the maximum entitlement for that year and subject to the provisions of this policy and the Grey Book. (For watch based firefighters, leading firefighters, sub officers and station officers see table in section 2.4 for the converted scale A leave entitlement breakdown by work pattern.)

	Scale A	**Scale B**	**Long service**
Firefighter* Leading firefighter* Sub officer* Station officer	See table 2.4 for converted arrangements	5 days	3 days
Station commander Group commander	28 days	5 days	3 days

Deputy assistant commissioner	35 days	2 days	3 days

*** For firefighter, leading firefighter, sub officer and station officer staff, please see table in 2.5 for leave conversion to different work patterns**

2.2 If you were assimilated, for pay purposes, from the role of station officer to the role of watch manager B on 7 November 2003 then you shall be entitled to the scale A leave entitlement of a station commander as per the above table, although if still following a watch, this will be altered in line with the new leave arrangements as appropriate.

2.3 Where your annual leave entitlement for the year in which you join or leave the Brigade is less than 7 days (or 4 shift equivalent for watch based) you will be deemed to have had your entitlement when you have been absent for the corresponding number of days or shifts.

2.4 A period of unpaid leave of not more than three months' duration will not affect entitlement to annual leave for the year or years in which the period falls, provided always, that the annual leave can be taken after resumption of duty, within the time limits prescribed in this policy. The effect on entitlement of a longer period of unpaid leave and of any period of suspension from duty will be determined by the Commissioner.

2.5 The table below details the revised leave entitlement of firefighters, leading firefighters, sub officers and station officers:

Leave conversion table				
	Grey Book leave entitlement	**Leave shown in StARS watch based**	**Leave shown in StARS for 9 day fortnight staff**	**Leave shown in StARS for 10 day fortnight staff**
Annual leave (scale A)	21	12	14	15
ACAS (scale A)	4	3*	3*	3*
EAL (scale B)	5	5	5	5
LSL	3	3	3	3
PH	8	8	8	8

*Reduces by a day due to not having to be combined with a tour of duty on a non-rota day.

2.6 If staff in firefighter, leading firefighter, sub officer and station officer working patterns, allocations may need to be altered, the following conversion table shows corresponding figures in calculating annual leave scale A, staff working altered patterns will be worked out on an individual basis

Grey Book entitlement in days	**Leave in watch days**	**Leave on 9 day fortnight pattern**	**Leave on 10 day fortnight pattern)**
28	16	18	20
21	12	14	15
14	8	9	10
7	4	5	6
5	3	3	4
3	2	2	2

2	1	1	1

3 Leave year

3.1 The leave year runs from 1 January to 31 December. Leave periods are identified by numbers 1-46 on the leave allocation schedules which are published annually. The dates associated with each period for each watch are set out as an Appendix to Policy number 538 - Annual Leave Arrangements – Uniformed Staff for the relevant year. A block of leave that bridges two calendar years, for the purpose of allocation, this will fall into the leave year in which four or more days of that week fall. For example:

December	28	29	30	31	January	01	02	03
	D	D	N	N		R	R	R

This week would fall into the first leave year

December	30	31	January	01	02	03	04	05
	D	D		N	N	R	R	R

This week would fall into the second leave year.

D = day shift, N = night shift, R = rota leave

3.2 (a) Annual leave, scale A and scale B, and long service leave must be taken by the last day of the leave year in which it accrues.

(b) Contractual annual, public holiday and long service leave not taken by the last day of the leave year in which it accrues will be forfeited, except that you may with the approval of the group commander, take all or part of the outstanding leave by 31 March of the following year. Where such a request is made by you, the following provisions must be met;

(i) The absence, irrespective of duration, was due to an injury sustained on duty or;

(ii) The absence was not more than 3 months duration. Contractual leave will not be allowed to be carried over, where absence on sick leave not due to an injury sustained on duty, was of more than 3 months duration, but outstanding statutory leave may be, as detailed in paragraph 3.5 below.

Advice should be sought from the People Services department.

3.3 Applications to carry over contractual leave, giving full details of sickness and/or injury, are to be submitted via the line manager to the group commander.

3.4 Where permission to carry over leave is granted, any outstanding contractual leave must be taken by 31 March of the following year, or it will be deemed to have been forfeited.

3.5 Where, due to absence on sick leave, you have been unable to use your annual leave you may be able to carry over up to four weeks (or its equivalent) of unused statutory annual leave under regulation 13 of the Working Time Regulations (WTR). Your contractual entitlement includes, statutory annual leave, public holidays, extra annual and long service leave. Any leave you have taken for that leave year will be deducted from the four-week equivalent carry over entitlement. Any leave carried over must be used within 18 months of the leave year in which the leave was accrued.

Where you request a carry over of leave on account of sickness, advice should be sought from the People Services department. Arrangements for station and group commanders are covered in policy number 0327 - guidance for senior managers in relation to mobilising and rota management.

Other leave

3.6 Other leave includes leave for maternity support, maternity leave, adoption leave, shared parental leave, parental bereavement leave, carer's leave, and neonatal care leave.

3.7 If you are unable to take some or all of the annual leave to which you are entitled to in the year on account of other leave, you will be entitled to carry forward the untaken leave into the following leave year. You should follow the same process as outlined above to ensure leave is carried over and used within the year you carry it in to.

4 Booking leave

Firefighter, leading firefighter, sub officer and station officer

4.1 Requests for blocks of scale A leave lasting one or two full week blocks/tours (4 or 8 shifts) are to be given priority provided it is booked before 31 December of the preceding year. After the 1st January of the current leave year, the priority for 4 and 8 consecutive shifts, or 1 and 2 week blocks for staff working day/shifts ceases. Then ACAS scale A, scale B leave, long service leave and public holiday leave may be selected for any time of the year where vacancies in the leave allocation exist. The selection of leave by employees on a watch must not exceed the allocations published annually in Policy number 538 – Annual leave arrangements – uniformed staff.

4.2 The additional scale A leave as above, paragraph 4.1, can be taken at any time during the year as blocks or individual days, but priority will first be given to the 8 or 4 day (2 or 1 full tours/weeks) annual leave selections booked before 31 December of the previous year.

4.3 Remaining individual scale B and long service leave days may be taken at any time throughout the year provided that the watch leave allocation is not exceeded. These days can be booked up to 42 days in advance after 1 January when scale A leave has been entered into STARS and confirmed, in which case there will be no restriction.

4.4 When a period of annual leave is booked, you are requested to submit your leave according to your usual pattern of duty days and rota days, and no material gain of leave days owing should occur. This applies to firefighters, leading firefighters, sub officers and station officers when booking both weeks, 8 shifts (two full tours) and one week, 4 shifts (one full tour) leave periods.

4.5 Periods of leave of three consecutive tours/weeks or more can only be booked with the permission of the line manager, group commander/FRS E or above.

4.6 When approving leave at station level, watch officers must ensure that sufficient firefighters, leading firefighters, sub officers, station officers and specialist personnel are maintained on the watch to keep all appliances at the station available for operational cover at all times.

4.7 Watch officers are responsible for managing leave allocations and should ensure that any issues arising are dealt with at station level. Any disputes should be resolved by the station commander.

4.8 If additional leave is available, it can be accessed through the 'Above allocation of Leave' function on StARS. This will be reviewed and approved by the Control Operational Resourcing and Events (CORE) team for each shift, subject to the additional allocation being available.

Station commander, group commander and deputy assistant commissioner

4.9 Each period of annual leave is normally to last for seven or fourteen days. In exceptional circumstances a deputy assistant commissioner may allow annual leave for a period which lasts other than detailed in this section. Rota leave which falls within a period of scale A leave will form part of the annual leave allowance.

4.10 Managers of operational staff should ensure that employees book their scale A leave by 31 December of the preceding year. This will enable outstanding scale A, scale B, long service and public holiday leave and leave in lieu to be booked where the leave allocation shows there is availability.

4.11 When booking leave you should ensure that leave periods are spread across the year in order that your full allocation is used within that leave year.

5 Commencement of leave periods

5.1 Where you are engaged on day duties (including staff performing day duties with a liability to provide cover at night) annual leave periods will commence at the usual start of shift time.

6 Public holiday entitlement

6.1 You, subject to the exigencies of the service, will be entitled to a days leave on the following public holidays:

Good Friday	Late Summer Holiday
Easter Monday	Christmas Day
First Monday in May	Boxing Day
Spring Bank Holiday	New Year's Day

6.2 Where you work on a shift system, Christmas Day, Boxing Day and New Year's Day will be treated as public holidays on whichever days of the week they fall, irrespective of alternative days announced by the Government.

6.3 Where you normally work on a rota that does not include weekend working, whenever any or all of Christmas Day, Boxing Day or New Year's Day falls on a Saturday or Sunday, the alternative public holidays announced by the Government will apply.

6.4 In the case where special public holidays are declared by Parliament these will be treated in the same way as standard public holidays, unless advised otherwise by the NJC.

7 Booking public holidays

7.1 Public holiday leave may be taken at any time throughout the year provided that the watch leave allocation is not exceeded. Public holiday leave can be booked up to 42 days in advance after all scale A leave has been entered in to STARS and confirmed, in which case there will be no restriction.

7.2 Public holiday leave must be taken within 12 months of it being accrued or be forfeited.

8 Public holiday – leave in lieu

8.1 Provided the watch allocation is not exceeded, you are allowed leave in lieu on either a day or a night shift irrespective of the shift worked. The leave in lieu is to be taken in one shift and cannot be taken in instalments.

8.2 Leave in lieu should be spread as evenly as possible over the leave year in order to ensure that leave is used up within the prescribed time limit, with the minimum loss of appliance availability. It will be necessary for employees to cooperate by taking leave in lieu on the earliest available dates. Every effort is to be made to complete the allocation of leave in lieu as soon as the annual leave allocations have been completed.

8.3 Station based staff, firefighter to station officer inclusive, should take public holiday leave in accordance with the Policy number 538 – Annual and public holiday leave arrangements.

8.4 Station commanders and above should book leave in accordance with this policy and Policy number 327 - Guidance for senior officers in relation to mobilising and rota management.

Station commanders conditioned to the flexible duty system

8.5 The following arrangements will apply in respect of leave in lieu for duties performed by station commanders on the flexible duty system on public holidays:

(a) 9 hour shift – where a duty is performed on a 9 hour shift on public holiday, one 9 hour shift and one half 9 hour shift shall be granted as leave in lieu. The leave in lieu can only be taken on a 9 hour shift.

(b) 24 hour shift – where duty is performed on a 24 hour shift commencing on a public holiday, one 24 hour shift and one half 24 hour shift shall be granted as leave in lieu. This half 24 hour shift can only be taken as leave in lieu when combined with another half 24 hour shift due for performing a 24 hour duty on another public holiday. Leave in lieu of a 24 hour shift can be taken either on a 9 hour or 24 hour shift. If the leave in lieu is taken on a 9 hour shift, the balance of the 24 hours duty performed is lost.

8.6 The normal arrangements regarding the allocation and timing of leave in lieu of public holidays will apply including the twelve month time limit, as above. If a half 24 hour shift in lieu cannot be combined with another half 24 hour shift in lieu, before the expiry of the 12 month limit, it may be carried over and taken with a succeeding half within 12 months of the public holiday on which the second half is taken in lieu.

Employees not on the standard operational tour of duty or flexible duty system

8.7 On 24-hour shifts – where you are on a tour of duty which consists of 24-hour shifts only, and required to work on a public holiday or off duty, or on a rota or annual leave on that day, may be granted a 24-hour shift as leave in lieu.

8.8 On day duties – where you are employed on day duties only and required to be on duty on a public holiday or off duty or on rota or annual leave on that day may, be granted a day shift as leave in lieu.

8.9 On other non-standard tours of duty – where you are working a pattern that consists of shifts of varying length and required to be on duty on a public holiday or off duty or on rota or annual leave on that day, maybe granted leave in lieu as follows:

If on duty on a public holiday:

Tour of duty worked	Entitlement of leave in lieu
One normal (day or night) shift	Another normal shift or part of a 24-hour shift equivalent to one normal shift
Two normal shifts (worked on separate public holidays)	One 24-hour shift or 2 normal shifts
A 24-hour shift	One 24-hour shift or two normal shifts

If off duty or on rota or annual leave on a public holiday:

(a) Where you on average, work the majority of your weekly hours of duty in 24-hour shifts may be granted leave in lieu as if you had worked a 24-hour shift on the public holiday.

(b) Otherwise, you may be granted one normal (day or night) shift in lieu or part of a 24-hour shift equivalent to one normal shift.

8.10 Adding leave in lieu to annual leave or weekend leave. Subject to operational requirements and to general compliance with the provisions of this note, leave in lieu may be added to a period of annual leave, or, in appropriate cases, to weekend leave.

8.11 Sick leave on a day due to be taken as leave in lieu of a public holiday. Where you are on certificated sick leave on a day allocated as leave in lieu is to be granted a day's leave in lieu of such sick absence on the same conditions as would apply as if you had been on duty of the public holiday.

9 Sickness before or during annual, long service or public holiday leave including leave in lieu

9.1 You may not take annual, long service, public holiday leave, or leave in lieu of public holiday leave, immediately following a period of certificated sick leave without:

(a) notifying your line manager or senior manager, before the commencement of the annual or other leave referred to, that you are fit to resume duties, and

(b) producing a medical certificate to that effect.

9.2 Where you fall sick on a period of annual, long service or public holiday leave then you must, as soon as practicably possible, notify your line manager of your sickness with the intention of changing the type of leave from annual leave to sickness absence leave. You must also produce a medical certificate or certificates, as detailed in Policy number 1005 – Supporting health and wellbeing policy, if you would like the period of sickness to be excluded from the period of annual leave.

9.3 In determining the annual leave outstanding in such a case, regard will be had to the number of duty shifts worked by your watch during the period (originally due to be taken as annual, long service or public holiday leave) when you were on sick leave, one day's leave will be deemed to be outstanding for each duty shift so worked.

9.4 Where you have leave outstanding according to paragraph 9.2 above then you will be allowed leave, at a time mutually convenient to yourself and the Brigade, for as many duty shifts as there are days leave deemed by the Brigade to be outstanding, where possible this leave should be taken as one period of unbroken leave. Annual leave requests which span across leave years will be subject to paragraphs 3.2 to 3.5 above.

9.5 If you are off sick then you are permitted to request to take a period of annual leave during that period of sickness. Advice should be sought from People Services.

10 Numbers on leave

Station based staff and Control Operational Resourcing and Events (CORE) team

10.1 The number of personnel permitted to be on annual leave at any one time will be determined with reference to the published tables 'Annual leave arrangements' Policy number 538, for the relevant year. For the roles of firefighter, leading firefighter, sub officer and station officer the number of individuals absent on annual leave (scale A or B), long service leave or public holiday leave, from a watch at a fire station, at any one time has been determined according to the authorised watch establishment at each station.

(a) Station based staff, station officer, sub officer, leading firefighter and firefighters will take leave within the StARS 'station watch' rota book.

(b) Supernumerary staff at stations will take leave within their respective StARS supernumerary book. A maximum of one third of the supernumeraries within each StARS supernumerary book may be granted leave at any time. Leave application is through Control Operational Resourcing and Events (CORE) team.

10.2 In the event of an abnormal increase in the number of personnel absent on sick leave or of a temporary reduction in the numbers serving at stations, Central Operations may reduce the number allowed to be absent at any time as necessary to ensure the operational efficiency of the Brigade.

Day duty employees

10.3 Day duty employees will take leave within the respective StARS rota book for their section/ department.

Flexible duty employees

10.4 Employees on the flexible duty system will take leave within their respective StARS rota book which is administered by EPT.

11 Transfers between stations after leave periods have been determined

Compulsory transfers

11.1 Where a compulsory transfer is made between stations or departments, unless there are exceptional circumstances, you will retain any periods of scale A leave determined before the transfer. Any consequential period or periods left vacant at the former station or department are not to be filled except with the authority of the group commander.

Voluntary transfers

11.2 Where transfers between stations or departments occur on a voluntary basis (including for promotions, temporary or placements on development programmes) you will only retain your booked leave periods determined before the transfer, if those periods are available in the new rota book. Should previously booked leave periods be unavailable in the new rota book alternative leave periods must be booked. The sub/station officer is responsible for managing

this. Further guidance if necessary, can be sought from Control Operational Resourcing and Events (CORE) team.

12 Employees on light duties

12.1 Where, with the agreement of the group commander, staff on light duties remain on the watch, they will need to take their leave within that watch's allocation. Staff on light duties are required to take leave on public holidays (a 'PH') or duties that incur enhanced payment.

12.2 Staff who are undertaking light duties owing to their being pregnant or breastfeeding, may choose to work, providing the work being undertaken on the revised work pattern can be carried out on the day in question.

12.3 For further information see information about 'Light Duties' in Policy number 1005 – Supporting health and wellbeing policy.

13 Entitlement on leaving the Brigade or taking a career break

13.1 Where you resign or retire then you are to set your last day of service so as to allow time in which to take any outstanding leave. Your line manager should ensure, on receiving your application to retire or resignation, that this requirement has been met. However, payment can be made in respect of leave and leave in lieu of public holidays accrued but not taken.

13.2 Where you leave to move to another Fire and Rescue Service, you will normally be permitted to take any leave, in accordance with this policy before leaving. This may be leave booked before you were notified of acceptance by the other Fire and Rescue Service or leave not booked but accrued during their service in London. Any outstanding annual leave can be notified as such to the Brigade Manager of the other Brigade at the leaver's request, although you should check with the receiving Fire and Rescue Service that leave earned but not taken in London will be honoured in full after transfer. Payment is usually made for leave earned but not taken in the Brigade and you will start afresh with the new employer.

Line managers should also check that leave allocations haven't been exceeded, notifying HR Services of this, or when any subsequent unpaid leave is granted at the earliest opportunity; to avoid a scenario where money may later need to be recovered.

13.3 The entitlement to annual leave when you leave the Brigade will be calculated by reference only to completed calendar months of service performed, at the date of leaving the Brigade, during the current leave year. Leave entitlement will be determined according to Table 1, 'Annual Leave: Entitlement in cases of broken service or change in role', attached to this policy as Appendix 1.

13.4 All accrued leave must be taken prior to a career break. Any accrued leave not taken prior to the career break will be forfeited.

13.5 On leaving the Brigade for any reason, any leave taken in excess of entitlement will be treated as an overpayment and pay will be adjusted accordingly, or debt recovery proceedings initiated.

13.6 The annual leave of staff who are on sick leave up to their last day of service and retire on ill health grounds will subject to paragraph 3.5 above be dealt with as follows:

(a) You will receive payment in lieu of annual leave accrued before the start of the period of sick leave which ended in retirement, as per annual leave table, attached as Appendix 1.

(b) After a longer period of long term sickness absence, where you reach your last day of service (LDS), you will be entitled to payment for outstanding contractual annual leave pay

for the previous 12 months, and statutory leave outstanding from the 6 months prior, should that be applicable.

(c) For annual leave earned during the final period of sick leave up to retirement, deductions will not be made from contractual sick pay in respect of entitlement of national insurance benefit or statutory sick pay.

(d) Medical certificates, if obtainable, are to be submitted to cover absence to the last day of service.

14 Entitlement for new entrant firefighters

14.1 The entitlement to annual leave of a new entrant firefighter will be determined according to Appendix 1, Table 2 - 'Annual leave: entitlement for new entrant firefighters'. Table 3 details the corresponding entitlement for those conditioned to days for whatever reason.

15 Recording of leave taken

15.1 Your annual, long service and public holiday leave, (including days of sick absence deemed to be public holiday leave) and leave in lieu of public holiday leave, must be recorded on StARS by the line manager.

16 Records

16.1 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 files (e-PRF). Personal data shall be processed in accordance with Policy number 351 – Data protection and privacy policy.

17 Help and support

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

17.2 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.

17.3 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 - Annual leave: entitlements

Table 1 – Annual leave: entitlement in cases of broken service or change in role

Month		Annual leave: scale A (includes ACAS) + scale B (days)			
	Firefighter to Station officer Watch Based	Firefighter – Station officer Days (9 day fortnight)	Firefighter – Station officer Days (10 day fortnight)	Station commander – Group commander	Deputy assistant commissioner
January	2	2	2	3	3 + 1
February	1	1	1	3	3
March	1 + 1	1 + 1	1 + 1	2 + 1	3
April	1	1	2	2	3
May	1 + 1	1 + 1	1 + 1	2 + 1	3
June	2	2	2	3	3
July	1 + 1	1 + 1	1 + 1	2 + 1	2 + 1
August	1	2	2	2	3
September	1 + 1	1 + 1	1 + 1	2 + 1	3
October	1	2	2	3	3
November	1 + 1	1 + 1	1 + 1	2 + 1	3
December	2	2	2	2	3
Total	15 Scale A + 5 Scale B	17 Scale A + 5 Scale B	18 Scale A + 5 Scale B	28 Scale A + 5 Scale B	35 Scale A + 2 Scale B

Table 2 – Annual leave: entitlement for new entrant firefighters

Month	Leave entitlement in first year (Scale A leave + Scale B leave)		
	Start to 1 to 10 of month	Start 11 to 20 of month	Start 21 to end of month
January	15 + 5	15 + 5	14 + 5
February	14 + 5	14 + 5	13 + 5
March	13 + 5	12 + 5	12 + 5
April	12 + 4	12 + 4	11 + 4
May	11 + 4	10 + 4	10 + 3
June	9 + 3	9 + 3	8 + 3
July	8 + 3	7 + 3	7 + 2
August	6 + 2	6+2	5 + 2

September	5 + 2	4 + 2	4 + 1
October	3 + 1	3 + 1	2 + 1
November	2 + 1	2 + 1	2 + 0
December	2 + 0	1 + 0	0 + 0

Table 3 – Annual leave: entitlement for new entrant firefighter, leading firefighter, sub officer or station officer conditioned to day duties (9 day fortnight)

Month	**Leave entitlement in first year (Scale A leave + Scale B leave)**		
	Start to 1 to 10 of month	**Start 11 to 20 of month**	**Start 21 to end of month**
January	17 + 5	16 + 5	16 + 5
February	15 + 5	15 + 5	14 + 5
March	14 + 5	13 +4	13 + 4
April	12 + 4	12 + 4	11 + 4
May	11 + 4	10 + 4	10 + 3
June	9 + 3	9 + 3	8 + 3
July	8 + 3	7 + 3	7 + 3
August	6 + 2	6+2	5 + 2
September	5 + 2	4 + 2	4 + 2
October	3 + 2	3 + 1	2 + 1
November	2 + 1	2 + 1	2 + 1
December	1 + 1	1 + 0	0 + 0

Document history

Assessments

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

EIA	26/10/26	SDIA	L – 23/02/26	HSWIA	20/02/26	RA	N/A

Audit trail

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

Page/para nos.	Brief description of change	Date
Page 5, para 3.5	Link to PN327 added.	09/08/2024
Throughout	RMC replaced with Control Operational Resourcing and Events (CORE) team.	17/07/2025
Page 5, Para 3.5 Page 8, Para 9.2	Modifications to explain carry over of leave for sickness purposes and the 4 week equivalent entitlement, & explanation of 'other leave'. Text added emphasising notification requirement and purpose.	15/10/2025
Page 14	SDIA and HSWIA updated.	24/02/2026
Page 1 Page 14 Throughout	Owner updated. EIA date updated. Reviewed as current with no further changes.	27/10/2026

Subject list

You can find this policy under the following subjects.

Leave	Public holidays
Annual 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**