

**CFRS**

**Policy**

**Day Duty Flexi System & Leave (Firefighter to Watch Manager) -**

**GREY BOOK**

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Introduction

* 1. This Service Policy sets out the application of a ‘Day Duty’ flexi system within Cumbria Fire & Rescue Service (CFRS). The duty system adheres to the principles within Section 4 Part A Hours of Duty and Duty Systems para 3 (1) to (4) of the Grey Book.

[Policy](http://www.intouch.ccc/elibrary/Content/Intranet/536/671/5053/6001/41410105256.doc)

* 1. The Policy sets out the guidance in the following areas:
* Duty System
* Flexibility and expectations
* Annual Leave & Public Holiday Entitlement

Duty System

3.1 All functional Day Duty Firefighters, Crew Managers and Watch Managers will work to a Flexi Working Scheme, described in the following paragraphs (guidance in application is contained in Appendix A). In addition, personnel on duty are to be available at all times to respond to emergency calls and to perform work related to operational duties unless otherwise specified.

3.2 The working week will be an average of 42 hours, normally Monday to Friday, although further details of the expectations of training based employees around weekend working are detailed below.

3.3 There are no fixed core times (i.e. set hours during which an individual must be at work) so that there is maximum flexibility to respond to the needs of the post and also to enable the individual to achieve a work life balance. As an example, this means that if evening work is required on a particular day, the individual can start work later, so that excessive hours are not worked on that day, or alternatively start later the next day. The earliest start time is 08:00 hours. There will be an expectation that all Day Duty System roles maintain operational competence. In order to support this, staff will be expected to crew Regular Fire Engines based on operational needs of the Service (Day Crews only). This will include varying start and finish times accordingly.

3.4 Under normal circumstances, the maximum hours an individual can work including 1 hour paid meal break is 10.5 hours on any day. On days with an unavoidable commitment this can be increased subject to line manager approval, but *generally* with a maximum limit of 13 hours.

3.5 All Day Duty personnel will record hours worked each day on electronic [Form 149(c)](file:///G:\Flexisheet\42%20hour%20Flexi%20Duty\42%20Template%202016.17). No distinction is made between time of day or day of the week when the hours are worked. There is a 4 week settlement period of hours worked in order to achieve the average of 42 hours per week. At the end of each settlement period, the individual can carry forward either debit or credit hours as follows:

* Credit – up to a maximum of 33 hours and 36 minutes (i.e. 4 working days) can be carried forward. Additional hours over this will be lost.
* Debit – up to a maximum of 12 hours and 36 minutes (i.e. 1.5 working days) can be carried forward, and this should not be exceeded at any time.

3.6 Time off can be taken within the settlement period as long as the maximum debit limit of 12 hours and 36 minutes is not exceeded and the absence is subject to the needs of the Service and is by prior approval by the line manager.

3.7 Absence due to Annual Leave, sickness or special leave etc. should be recorded as 8 hours 24 minutes (8.4 hours) for each full day and 4 hours 12 minutes for each half day (4.2 hours).

3.8 At the end of each 4 week settlement period, the signed (electronic signature), completed form will be saved for review and monitoring by the appropriate line manager. Electronic Forms 149(c) will be archived/retained for 12 months by the Line Manager for reference purposes under the Working Time Directive.

Flexibility & Expectations of Managers working the Day Duty System

4.1 Managerial positions, in particular the Crew/Watch Manager roles, are intrinsic to initial and ongoing training of firefighters.

4.2 The workforce within CFRS is predominantly ‘on-call’. Therefore, there is a requirement to deliver training at times that are specific to staff working the on-call duty system. This will include weekday nights and weekends. The Service expects all Day Duty Crew/Watch Managers to provide flexibility within the ‘Day Duty’ Flexi Scheme to ensure training can be delivered during the identified on-call station training periods.

4.3 It is a particular requirement of the Operational Training Department (OTD) ‘Day Duty’ system Crew and Watch Managers’ role that they work flexibly, including weekend working. All ‘Day Duty’ System managers working within the OTD will make themselves available for a minimum of 10 weekend days over the annual year, assisting and delivering training courses. Additionally these staff will make themselves available for an average of 2 on-call training nights per week, (excluding leave periods or sickness). This is to ensure that weekday evening training for on-call staff is supported appropriately.

4.4 All other non OTD based Day Duty System Crew/Watch Managers will be expected to work flexibly and assist in the delivery of training at on-call stations during evenings, Monday-Thursday, averaging 1 training night commitment per week (excluding leave periods or sickness).

4.5 Through the flexible working arrangements, additional training commitments may be worked with prior agreement with Line Managers.

[Annual Leave & Public Holiday Entitlement](http://www.intouch.ccc/elibrary/Content/Intranet/536/671/5053/6001/41410105256.doc)

* 1. Annual leave will run from 1 January to 31 December for all personnel and leave must be taken during the year. In exceptional cases leave may, with the approval of a Group Manager, be carried forward into the next year. This will not be deemed to apply in normal maternity leave or long term sickness absence circumstances where arrangements should be discussed with your operational manager. Personnel on modified duties, where possible, will take this leave in their period of modified duties before returning to full Operational duties.

5.2 The leave entitlement of an employee who joins or leaves the Service, or attains five years continuous service, is proportionate to the employee’s service in that year.

5.3 Leave entitlement is in accordance with Grey Book:

* 25 Scale A
* 5 Scale B
* 3 LS

NB Part time Regular Duty System employees receive a pro rata entitlement

5.4 Annual Leave may be taken in blocks or as single days when required, subject to the permission of the line manager. It should be noted that adequate cover should be made in departments when granting leave and account should be taken of leave granted to other personnel, and the effect this will have on the efficiency of the department. Requests for leave will be on the annual leave sheet [Form 160(a)](file:///G:\Service%20Forms\FORMS%20HQ%20etc\160%20(a)%20Staff%20Annual%20Leave%20Day%20Duty.doc) which will be forwarded to the manager for approval in advance of taking the leave. All Leave is subject to the exigencies of the Service.

5.5 When taking leave, days are deducted from the overall total, not separate Scale A or Scale B or Long Service entitlements. Leave is taken for days when the individual would otherwise be at work, it is not taken for a weekend when the individual would not be required to work anyway.

5.6 Public Holiday Leave Entitlement

All day duty personnel are entitled to 8 Public Holidays each year on the following days:-

* New Year’s Day
* Good Friday
* Easter Monday
* May Day
* Spring Bank Holiday Monday
* Late Summer Holiday
* Christmas Day
* Boxing Day

5.7 Day Duty System staff will take the bank holiday on the designated day, and credit 8 hours 24 minutes on their time sheet. When Christmas Day, Boxing Day, or New Year’s Day fall on a Saturday or Sunday, another designated working day will be taken as that Bank Holiday.

5.8 Where an individual is on sick leave on a Public Holiday the day is deemed to have been taken and will be deducted from the annual leave total, unless a doctor’s fit note is produced.

5.9 Time in Lieu Entitlement - The provisions of the flexi working scheme for day duty personnel have replaced time in lieu provisions, in addition there are no programmed ‘rota’ days for Day Duty system staff.

APPENDIX A – Guide to Flexi-time recording for Day Duty staff

Employees should enter their time of arrival and departure daily on Form 149(c). If they are away from the office this should be done as soon as is practical on their return.

Once the entries for the first week have been completed, taking into account the above guidance, the hours are totalled up and entered into the ‘Hours Worked’ box. On the example this is 45 hours 20 minutes. There are no debit or credits to consider at this stage. From this figure, a standard week (42 hours) is deducted which gives a credit carry forward (c/f) of 3 hours 20 minutes. This figure is carried forward to the next week.

During the second week, the individual works from Monday to Thursday with one evening commitment. On Friday the individual has a flexi day off which is indicated by the letter ‘F’ above the day. No time is credited for this day. The weekly total is, therefore, 34 hours 55 minutes. This figure is added to the c/f figure of 3 hours 20 minutes to give a total of 38 hours 15 minutes. From this figure, a standard week (42 hours) is deducted which gives a debit carry forward (c/f) of 3 hour 45 minutes.

In the third week the individual works late into the evening on Wednesday and starts later on Thursday to compensate for this. There is a commitment to work on Saturday morning which is recorded on the form. The total hours worked for the week are 45 hours 45 minutes. From this figure, the debit is deducted giving a total of 42 hours for the week. From this figure, a standard week (42 hours) is deducted which gives a credit carry forward (c/f) of zero hours.

The fourth week starts with a public holiday which is indicated by the letter ‘P’ above the day. For this the individual records a standard day (8 hours 24 minutes). The individual also has two days annual leave following the public holiday (marked with the letter ‘A’ above the days) and again these are credited with a standard day (8 hours 24 minutes). Normal working takes place on Thursday and Friday and a total of 42 hours 12 minutes is recorded for the week. This is added to the credit of 0 hours carried forward and then the standard week is then deducted giving a final credit c/f of 0 hours 12 minutes. This final figure is then carried forward to the next period of four weeks.

At the end of each period, the individual signs the form (electronically) as a correct record of their time, and advised their manager that it is available for review, counter signature and retention.