

**Service**

**Policy**

 **Leave**

**Wholetime Stations Working: 2/2/4 or Day Crewing**

Contents

**1. Introduction**

**2. Establishment Levels for Wholetime Stations**

**3. Annual Leave Entitlement**

**4. Allocation of Duty Days Leave**

**5.** [**Public Holiday (PH) Leave**](http://www.intouch.ccc/elibrary/Content/Intranet/536/671/5053/6001/41410105256.doc)

**6. Skills**

**7. Stand ‘Ins’**

**8. Time off in Lieu (TOIL)**

1. Introduction

* 1. This Policy sets out the arrangements in place for an employee on a Wholetime Station working the 2/2/4 or Day Crewing System and the flexible leave arrangements.

1.2 Team-based flexible leave is a ‘bottom-up’ approach to crew allocation giving employees more control over annual leave. This Policy sets out agreed crewing levels.

1.3 Employee Responsibility​​ - It is the employees responsibility to ensure that all leave is programmed during October of the preceeding year. The employee is also responsible for ensuring leave is spread across the leave year to support their health and wellbeing by taking planned breaks.

1.4 Supervisory Manager Responsibility​ - It is the line managers responsibility to ensure that there are no more than three on leave across two associated Watches and the required skills are maintained on duty to ensure service delivery can be maintained. Managers are required to manage leave, ensuring that employees are planning and taking all their allocated leave entitlement.

2. Establishment Levels for Wholetime Stations

2.1

|  |  |  |  |
| --- | --- | --- | --- |
| Station | Associated Watch Establishment | Minimum Crewing Level Each Individual Watch | Total on Leave across both Watches  |
| Carlisle East & West |  12 (eg Red/Red) | 4 | 3\* |
| Whitehaven & Workington  |  12 (eg Blue/Blue) | 4 | 3\* |
| Barrow & Kendal  |  12 (eg Green/Green) | 4 | 3\* |
| Ulverston  |  12 ( Across Amber/Purple)  | 4 | 3\* |

2.2 Establishment levels will be monitored and maintained by all employees. Each associated shift will have no more than a total of 3 people on leave at any one time and each individual shift will have no more than 2 on leave this will be managed locally by the Watch Managers\*.

2.3 Leave will be honoured in the event of Watch establishments being reduced below minimum levels, following longterm sick, or other abstractions greater than 28 days.

2.4 The station based Supervisory Managers will utilise the flexibility of the dual station based Watch Managers and Firefighters, detachments or where required the use of the [Additional Voluntary Hours Policy](http://www.intouch.ccc/elibrary/view.asp?id=64190) to ensure that minimum crewing levels are maintained.

3. Annual Leave Entitlement

3.1 Annual leave will run from 1st January to 31st December for all personnel and leave must be taken during the year. Personnel on modified duties, should, where possible take leave as normal including carried over leave in their period of modified duties before returning to full operational duties.

3.2 Individuals will on occasion move on to a different Watch or Station. If the individual has already made firm holiday arrangements prior to the transfer or needs to keep to the original leave dates for other pre-arranged commitments, it is expected that local managers will work with the employee to where possible ensure changes do not disadvantage an individual, however minimum staffing levels must be maintained.

3.3 **Long Service leave**

 Long Service Leave applies to employees who, at the start of the leave year, have at least 5 years continuous full-time or part-time service under the Scheme of Conditions of Service. Previous service on the On-call Duty System prior to becoming a full-time or part-time employee shall be included on the basis of 3 years counting as 1 year’s full-time or part-time service and 6 years counting as 2 years full-time or part-time service - 2 years being the maximum. The leave entitlement of an employee who joins or leaves the Service, or attains five years continuous service during the leave year, is proportionate to the employee’s service in that year. That is, an employee will receive one LSL for each four months worked of that year.

3.4 **Carry over annual leave**

​​​​ It is the employee's responsibility to ensure that they plan their leave entitlement throughout the leave year. It is expected that all annual leave is taken by the end of the leave year.

3.5 Only in specific circumstances, for example certified sickness absence (that is, absence covered by a doctor's certificate) or maternity will employees be permitted to carry over annual leave.

3.6 Establishment levels will be monitored and maintained by the Station based Supervisory Managers utilising the dual station based Watch Managers and Firefighters, and with the use of detachments. **Note: minimum crewing levels of 4 to be maintained**.

3.7 The Grey Book entitlement for a complete year for Wholetime Crew and Watch Managers and Firefighters is as follows:-

* **25** Scale A days (Off-duty days that fall within a period of annual leave count as scale A leave. Extant arrangements result in 10 Scale A being lost to rota days)
* **5** Scale B days
* **8** Public Holidays
* **3** days Long Service Leave (Long-service leave applies to employees who, at the start of the leave year, have at least five years’ continuous full-time or part-time service under this scheme of conditions of service).

3.7 To ensure easy scheduling of self-rostered annual leave via the Gartan system, the above contractual leave will be amalgamated as follows:

* 25 Scale A – converted to **15** Duty Days Leave
* 5 Scale B – converted to **5** Duty Days Leave
* 8 Public Holidays - **8** Duty Days
* 4 Long Service – **4** Duty Days (Extant arrangements result in 1 additional LSL being gained for staff over 5 years)

3.8 The above equates to **28 Duty Days Leave** (Gartan Code B) (32 for those eligible for Long Service entitlement). For the purpose of this Policy, ‘Duty Days’ means a full shift of duty, be that a day shift, or night shift.

3.9 To ensure that abstractions from shifts are equitable the following process of prioritisation should be followed:

|  |  |  |  |
| --- | --- | --- | --- |
| Scale B | Detachments  | Training  | TOIL |

3.10 Leave requests for the following year may be submitted to the Supervisory Managers and will be considered during the allocation of leave during October.

4. Allocation of Duty Days Leave

4.1 Annual Leave will be credited to individual Gartan accounts each year on 1st October and will be requested/assigned for the following year by the 31st October.

4.2 Supervisory Managers will ensure that all duty days are planned and that the application and division of Duty Days leave is distributed ‘fairly and that there is no more than 2 on leave on an individual shift and/or 3 across associated Watches’.

4.4 Although this policy outlines flexible leave, the Table below will where required allow employees more structure over annual leave. Supervisory Manager may initially assign leave via the following leave Groups, with Leave Group one in Year one planning in their leave first.

|  |
| --- |
| **Carlisle East/West, Barrow/Kendal, Workington/Whitehaven, Ulverston** |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** | **Year 6** |
| **LG 1** | 1 | 6 | 5 | 4 | 3 | 2 |
| **LG 2** | 2 | 1 | 6 | 5 | 4 | 3 |
| **LG 3** | 3 | 2 | 1 | 6 | 5 | 4 |
| **LG 4** | 4 | 3 | 2 | 1 | 6 | 5 |
| **LG 5** | 5 | 4 | 3 | 2 | 1 | 6 |
| **LG 6** | 6 | 5 | 4 | 3 | 2 | 1 |
| **Each leave group moves 1 places forward each year.** |

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

5.1 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.

5.2 This will be deducted from the next appropriate leave by the Supervisory Manager taking note of individual circumstances, this may require taking leave from the next year’s entitlement if no leave is remaining.

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

6.1 Managers with responsibility for Wholetime Stations will look at any skills gaps on Watches and ensure the even distribution of skills across Stations.

7. ‘Stand Ins’

7.1 ‘Stand-ins’ with a colleague qualified in the same role and skills are permissible subject to formal line management approval. Both the applicant and the ‘Stand-in’ must sign the appropriate memo to confirm the arrangement and these must be authorised by the Line Manager and inputted onto Gartan. Any ‘Stand-in’ arrangements will only be authorised subject to compliance with the Working Time Regulations (WTR).

7.2 This flexible practice must be of no detriment to the Service in terms of increased cost, leave or Time Off In Lieu (TOIL).

7.3 Once the ‘Stand-in’ is agreed, (memo signed by both parties, approved by a Supervisory Manager and entered on Gartan) the responsibility for attending the workplace lies with the employee who is standing in. The person who has arranged to be off will have no responsibility for attending the workplace.

7.4 Employees who utilise ‘Stand-ins’ through a locally agreed arrangement between themselves are responsible for keeping their colleagues and managers informed of their plans and for ensuring that their work is properly covered to ensure service delivery is maintained. All employees using ‘Stand-ins’ should ensure that they:

* Do not disadvantage the Service or their colleagues by their use of locally arranged ‘Stand-ins’.
* Communicate changes to Supervisory Managers of both affected Watches.
* Ensure that their contractual hours within each tour of duty are covered.
* Ensure it is recorded on the Gartan system

8. Time Off In Lieu (TOIL)

8.1 TOIL is capped at 48 hours for all staff and all TOIL must be taken within a year of it being accrued or it will be lost.

8.2 The request will be granted subject to crewing and the exigencies of the Service and can be cancelled with no notice