

## Compensatory leave taking arrangements policy - attendance at training courses and other planned events – Operational staff

---

---

New policy number: **515**  
Old instruction number: **PER:G020:a3**  
Issue date: **20 June 2007**  
Reviewed as current: **20 November 2023**  
Owner: **Assistant Director, People Services**  
Responsible work team: **Policy, Pay and Reward**

---

### Contents

1	Introduction .....	2
2	Notice periods and classification of duty .....	2
3	Travelling to and from training courses/events.....	2
4	Extended courses/events .....	3
5	Multiple courses .....	3
6	Courses outside the Greater London area.....	3
7	Help and support.....	3
	Appendix 1 - Watch Based Personnel 1-5 days.....	5
	Appendix 2 - Officers 1 day - Effective 4 September 2013 (Appendices 2 – 6) .....	8
	Appendix 3 - Officers 2 day .....	9
	Appendix 4 - Officers 3 day .....	10
	Appendix 5 - Officers 4 day .....	11
	Appendix 6 - Officers 5 day .....	12
	Document history .....	13

# 1 Introduction

- 1.1 This sets out the Brigade's arrangements for operational staff regarding the eligibility and the taking of compensatory leave in respect of attendance at training courses and other planned events, both internal and external.

Please see the attached grids for ease of reference and application, in the granting of pre- and end of event leave for both station-based personnel and uniformed senior managers. These represent courses and events that are between one and five days in duration and take into account extant arrangements with regard to prescribed rest periods in between tours of duty and attendance at courses. Staff on all shift systems will be required to be on leave and return to duty where this is provided for in the grids.

- 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.

## 2 Notice periods and classification of duty

- 2.1 The Brigade will endeavour, where possible, to arrange attendance at training courses and other events on a normal duty period. However, this may not always be possible and it will therefore be necessary for you to attend these events outside of your normal duty pattern. In recognition of this and where appropriate, the necessary compensatory leave will be applied in accordance with that detailed in the grids. The arrangements for attending training courses are set out in Policy number 867 – Managing attendance on training courses. Operational staff who attend events as candidates/delegates for one week, shall be classed as being on day duties, except for any provisions given in the attached grids.

- 2.2 Where you attend events that require a change of shift pattern, you will normally receive 28 days notice of your requirement to attend, and the necessary detail relating to the event. For purposes of attendance recording, staff attending courses/events of 5 continuous day's duration or more will be deemed to be on detached duty, effectively transferring to a Monday to Friday (day) duty working pattern for purposes of StARS. Absence must be recorded as TR for all training events, SPO for sponsored training, TU for all union activities and DD for all other activities. PARC cards must be annotated with all event details.

## 3 Travelling to and from training courses/events

- 3.1 The Brigade will endeavour to arrange for you travelling to events to do so on a normal duty day. However, it is recognised that this will not always be possible and where you are required to travel to an event that involves a substantial part of what would normally have been a rota leave day, you may be entitled to additional compensatory leave as appropriate.
- 3.2 While the grids detail the compensatory leave entitlements for courses/events of between one and five days duration, the basic principle associated with the granting of compensatory leave is that the Brigade will ensure that the necessary rest periods are adhered to with regard to attendance at venues with due regard to duty patterns, rota leave and travelling times.

## **4 Extended courses/events**

- 4.1 Pre and end of event compensatory leave arrangements for extended events in excess of five days duration (including travel) will be as follows.
- 4.2 Residential courses/events:
- (a) Where required (i.e. if you are on duty the day before the course/event commences), one day compensatory leave to be taken 24 hours immediately before the commencement of the course/event.
  - (b) One day end of course/event leave for each completed week for course/events of more than one week, up to a maximum of four days. Such leave to be taken in consecutive days commencing the day after the course/event ends and to include any rota leave which may fall due during those days immediately following your return.
- 4.3 Non-Residential courses/events:
- (a) Where required (i.e. if you are on duty the day before the course/event commences), one day compensatory leave to be taken 24 hours immediately before the commencement of the course/event.
  - (b) One day end of course/event leave for each completed week for course/events of more than one week, up to a maximum of two days. Such leave to be taken in consecutive days commencing the day after the course/event ends and to include any rota leave which may fall due during those days immediately following your return.
  - (c) For the purposes of compensatory leave, the 8 day Emergency Fire Appliance Driver (EFAD) course is treated as two courses of 5 days and 3 days, see final grid in Appendix 1.

## **5 Multiple courses**

- 5.1 Where you (firefighter – sub/station officer) attend two training courses of 5-9 days duration within a rolling 9 month period, you will receive 1 day's compensatory leave in respect of those two courses, in addition to that set out within Appendix 1.

## **6 Courses outside the Greater London area**

- 6.1 Where you, (firefighter–station officer) attend a training course, which is held outside of the GLA boundary, you will be entitled to one day additional compensatory leave (CL). This is in addition to that set out in in Appendix 1 regardless of the duration of the training. The additional day must be taken within the policy number 538 - annual and public holiday leave allocation arrangements 2025 policy, but can otherwise be taken at an time in the leave year.
- 6.2 If an officer is on a 24 following the completion of an event or training course outside of London, they will be given the remainder of the 24 off, where the grids do not already provide for this. For training courses/events inside London, the provisions as set out in the grids will apply.

## **7 Help and support**

- 7.1 Please contact the HR Helpdesk on extension 89100 option 3 and by email to IT.HR@london-fire.gov.uk.
- 7.2 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](mailto:communications.team@london-fire.gov.uk) to discuss your needs and options.

- 7.3 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 - Watch Based Personnel 1-5 days

Event length	R	R	R	R	D	D	N	N	R	R	R	R	D	D	N	N
1 Day			EV													
1 Day				EV												
1 Day					EV											
1 Day						EV										
1 Day							EV									
1 Day							CL	EV								
1 Day								CL	EV							
1 Day										EV						
2 Day			EV	EV	CL											
2 Day				EV	EV											
2 Day					EV	EV										
2 Day						EV	EV									
2 Day							CL	EV	EV							
2 Day							CL	CL	EV	EV						
2 Day								CL		EV	EV					
3 Day			EV	EV	EV	CL										
3 Day				EV	EV	EV										
3 Day					EV	EV	EV									
3 Day						EV	EV	EV								
3 Day							CL	EV	EV	EV						
3 Day							CL	CL	EV	EV	EV					
3 Day								CL		EV	EV	EV	CL			
3 Day										EV	EV	EV	CL			

Key	
EV	Comp Leave to be taken within future leave alloc.
CL	CL for attending event
EV	Att. on event/course; no or linked recompense
EV	Normal duty
EV	Event during day; no night duty attendance.
R	Rota day
D	Day Shift
N	Night Shift

### Watch Based Personnel

Event length	R	R	R	R	D	D	N	N	R	R	R	R	D	D	N	N
4 Day			EV	EV	EV	EV	CL									
4 Day				EV	EV	EV	EV									
4 Day					EV	EV	EV	EV								
4 Day						EV	EV	EV	EV							
4 Day						CL	EV	EV	EV	EV						
4 Day						CL	CL	EV	EV	EV	EV		CL			
4 Day							CL	CL	EV	EV	EV	EV	CL			
4 Day								CL		EV	EV	EV	EV	CL		
5 Day			EV	EV	EV	EV	EV	CL								
5 Day				EV	EV	EV	EV									
5 Day					EV	EV	EV	EV	EV							
5 Day					CL	EV	EV	EV	EV	EV						
5 Day						CL	EV	EV	EV	EV	EV		CL			
5 Day							CL	EV	EV	EV	EV	EV	CL	CL		
5 Day							CL	CL	EV	EV	EV	EV	EV	CL		
5 Day								CL		EV	EV	EV	EV	EV	CL	CL

*(For the 5 Day grid, employees are classed as being on day duties)*

### Grid for 8 day EFAD course

R	R	R	R	D	D	N	N	R	R	R	R	D	D	N	N	R	R	R
		EV	EV	EV	EV	EV	CL		EV	EV	EV	CL						
			EV	EV	EV	EV	EV			EV	EV	EV	CL					
				EV	EV	EV	EV	EV			EV	EV	EV					
				CL	EV	EV	EV	EV	EV			EV	EV	EV				
					CL	EV	EV	EV	EV	EV		CL	EV	EV	EV			
						CL	EV	EV	EV	EV	EV	CL	CL	EV	EV	EV		
						CL	CL	EV	EV	EV	EV	EV	CL	CL	EV	EV	EV	
						CL		EV	EV	EV	EV	EV	EV	CL	CL	EV	EV	EV

# Appendix 2 - Officers 1 day - Effective 4 September 2013 (Appendices 2 – 6)

Flexi Duty System											1 Day Event																						
Course length	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M									
	24	24	R	9	9	24	24	R	R	9	9	24	9	R	R	R	24	24	9	9	R	R	R	R	9	9	9	9	24	24	R		
1 Day	9	EV																													Key		
1 Day		CL	EV																												EV	9 hrs Comp Leave to be taken	
1 Day				EV																											9	Change shift to a 9	
1 Day					EV																										EV	Attendance on event / course on rota day	
1 Day						EV																									EV	Normal duty as EV, no evening commitment	
1 Day						9	EV																								EV	EV. Resume 24 duty on completion of event.	
1 Day							9	EV																							CL	Comp Leave linked to event	
1 Day								EV																									
1 Day									EV																								
1 Day										EV																							
1 Day											EV																						
1 Day												EV																					
1 Day													EV																				
1 Day														EV																			
1 Day															EV																		
1 Day																EV																	
1 Day																	EV																
1 Day																		EV															
1 Day																			EV														
1 Day																				EV													
1 Day																					EV												
1 Day																						EV											
1 Day																							EV										
1 Day																								EV									
1 Day																									EV								
1 Day																										EV							
1 Day																											EV						
1 Day																											9	EV					
1 Day																												CL	EV				

Note:  
To prevent the need for officers to complete five or more continuous duties they will normally be expected to take any linked compensatory leave on the designated duty indicated.



# Appendix 3 - Officers 2 day

Course length	Flexi Duty System														2 Day Event														Key			
	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T							
	24	24	R	9	9	24	24	R	R	9	9	24	9	R	R	R	24	24	9	9	R	R	R	R	9	9	9	9	24	24	R	9
2 Day	9	EV	EV	CL																												
2 Day		CL	EV	EV																												
2 Day				EV	EV																											
2 Day					EV	EV																										
2 Day						9	EV	EV																								
2 Day							9	EV	EV	CL																						
2 Day								EV	EV																							
2 Day									EV	EV																						
2 Day										EV	EV																					
2 Day											EV	EV																				
2 Day												9	EV	EV																		
2 Day													CL	EV	EV																	
2 Day														EV	EV	CL																
2 Day															EV	EV																
2 Day																9	EV	EV														
2 Day																	9	EV	EV													
2 Day																		EV	EV													
2 Day																			CL	EV	EV											
2 Day																				CL	CL	EV	EV									
2 Day																					EV	EV										
2 Day																						EV	EV									
2 Day																							EV	EV								
2 Day																								EV	EV							
2 Day																									EV	EV						
2 Day																										9	EV	EV	CL			
2 Day																											CL	EV	EV	CL		

Note: To prevent the need for officers to complete five or more continuous duties they will normally be expected to take any linked compensatory leave on the designated duty indicated.

# Appendix 4 - Officers 3 day

Flexi Duty System														3 Day Event														
Course length	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F
3 Day	CL	EV	EV	EV	CL																							
3 Day		CL	EV	EV	EV																							
3 Day				EV	EV	EV																						
3 Day					EV	EV	EV																					
3 Day					CL	EV	EV	EV	CL																			
3 Day						CL	EV	EV	EV	CL																		
3 Day							EV	EV	EV																			
3 Day								EV	EV	EV	CL																	
3 Day									EV	EV	EV																	
3 Day										EV	EV	EV																
3 Day											EV	EV	EV															
3 Day												EV	EV	EV														
3 Day													EV	EV	EV	CL												
3 Day														EV	EV	EV	CL											
3 Day															EV	EV	EV	CL										
3 Day																EV	EV	EV	CL									
3 Day																	EV	EV	EV	CL								
3 Day																		EV	EV	EV	CL							
3 Day																			EV	EV	EV	CL						
3 Day																				EV	EV	EV	CL					
3 Day																					EV	EV	EV	CL				
3 Day																						EV	EV	EV	CL			
3 Day																							EV	EV	EV	CL		
3 Day																								EV	EV	EV	CL	
3 Day																									EV	EV	EV	CL
3 Day																										EV	EV	EV
3 Day																											EV	EV
3 Day																												EV

Key	
EV	9 hrs Comp Leave to be taken
9	Change shift to a 9
EV	Attendance on event / course on a rota day
EV	Normal duty as EV, no evening commitment
EV	EV. Resume 24 duty on completion of event
CL	Comp Leave linked to event

# Appendix 5 - Officers 4 day

	Flexi Duty System														4 Day Event																			
	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T							
Course length	24	24	R	9	9	24	24	R	R	9	9	24	9	R	R	R	24	24	9	9	R	R	R	R	9	9	9	9	24	24	R	9	9	24
4 Day	CL	EV	EV	EV	EV																													
4 Day		CL	EV	EV	EV	EV																												
4 Day				EV	EV	EV	EV																											
4 Day					EV	EV	EV	EV																										
4 Day					CL	EV	EV	EV	EV	CL																								
4 Day						CL	EV	EV	EV	EV	CL																							
4 Day							CL	EV	EV	EV	EV	CL																						
4 Day								EV	EV	EV	EV																							
4 Day									EV	EV	EV	EV																						
4 Day										EV	EV	EV	EV																					
4 Day											EV	EV	EV	EV																				
4 Day												EV	EV	EV	EV																			
4 Day													EV	EV	EV	EV																		
4 Day														EV	EV	EV	EV																	
4 Day															EV	EV	EV	EV																
4 Day																EV	EV	EV	EV															
4 Day																	EV	EV	EV	EV														
4 Day																		EV	EV	EV	EV													
4 Day																			EV	EV	EV	EV												
4 Day																				EV	EV	EV	EV											
4 Day																					EV	EV	EV	EV										
4 Day																						EV	EV	EV	EV									
4 Day																							EV	EV	EV	EV								
4 Day																								EV	EV	EV	EV							
4 Day																									EV	EV	EV	EV						
4 Day																										EV	EV	EV	EV					
4 Day																											EV	EV	EV	EV				
4 Day																												EV	EV	EV	EV			
4 Day																													EV	EV	EV	EV		
4 Day																														EV	EV	EV	EV	
4 Day																															EV	EV	EV	EV

	Key
EV	9 hrs comp leave to be taken
9	Change shift to a 9
EV	Attendance on event / course on a rota day
EV	Normal duty as EV, no evening commitment
EV	EV. Resume 24 duty on completion of event
CL	Comp Leave linked to event

# Appendix 6 - Officers 5 day

Flexi Duty System																	5 Day Event																					
	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S									
Course length	24	24	R	9	9	24	24	R	R	9	9	24	9	R	R	R	24	24	9	9	R	R	R	R	9	9	9	9	24	24	R	9	9	24	24	R		
5 Day	CL	EV	EV	EV	EV	EV	CL																															
5 Day		CL	EV	EV	EV	EV	EV																														Key	
5 Day				EV	EV	EV	EV	EV																												EV	9 hrs Comp Leave to be taken	
5 Day				CL	EV	EV	EV	EV	EV	CL																										9	Change shift to a 9	
5 Day					CL	EV	EV	EV	EV	EV	CL																									EV	Attendance on event / course on a rota day	
5 Day						CL	EV	EV	EV	EV	EV	CL																									EV	Normal duty as EV, no evening commitment
5 Day							CL	EV	EV	EV	EV	EV	CL																								EV	EV. Resume 24 duty on completion of event.
5 Day									EV	EV	EV	EV	EV																								CL	Comp Leave linked to event
5 Day																																						
5 Day										EV	EV	EV	EV	EV																								
5 Day										CL	EV	EV	EV	EV	EV																							
5 Day											CL	EV	EV	EV	EV	EV	CL																					
5 Day												CL	EV	EV	EV	EV	EV	CL																				
5 Day													CL	EV	EV	EV	EV	EV	CL																			
5 Day														EV	EV	EV	EV	EV	CL																			
5 Day															EV	EV	EV	EV	EV																			
5 Day																EV	EV	EV	EV	EV																		
5 Day																	EV	EV	EV	EV	EV																	
5 Day																		EV	EV	EV	EV	EV																
5 Day																			EV	EV	EV	EV	EV	EV	CL													
5 Day																				EV	EV	EV	EV	EV	CL													
5 Day																					EV	EV	EV	EV	EV	CL												
5 Day																						EV	EV	EV	EV	EV	CL											
5 Day																							EV	EV	EV	EV	EV	CL										
5 Day																								EV	EV	EV	EV	EV	EV	EV	EV	EV	EV	EV	EV	EV	EV	
5 Day																									CL	EV	EV	EV	EV	EV	EV	EV	EV	EV	EV	EV	EV	
5 Day																										CL	EV	EV	EV	EV	EV	EV	EV	EV	EV	EV	EV	
5 Day																											CL	EV	EV	EV	EV	EV	EV	EV	EV	EV	EV	
5 Day																												CL	EV	EV	EV	EV	EV	EV	EV	EV	EV	

## Document history

### Assessments

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

EIA	23/04/24	SDIA	L - 15/05/23	HSWIA	17/05/23	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
Throughout	Reviewed as current, no changes made.	06/07/2010
Pages 6 – 10 (Appendices 2 – 6)	Reflecting minor changes to the compensatory leave taking arrangements for senior officers following changes to the flexible duty system.	08/11/2013
Para. 5.1	New para. 5.1 added following agreement with FBU, applicable from 13/06/2013.	19/11/2013 applicable 13/06/2013
Page 11	SIA date added.	22/01/2014
Page 11	Subjects list and Freedom of Information Act exemptions tables updated.	29/01/2015
Pages 6 – 10 Appendices 2-6	Reflecting minor changes to compensatory leave correcting some errors in distribution across the groupings.	09/04/2015
Throughout	This policy has been reviewed as current, no changes were made.	13/12/2016
Page 3	New para. 4.3(c) added regarding 8 day EFAD course, plus additional grid on page 6.	07/08/2019
Throughout	Role to rank changes made to content.	15/10/2019
Throughout	Reference to the 'Authority' changed to 'Brigade' due to the abolition of LFEPA.	22/09/2020
Throughout	Reviewed as current with no changes.	15/05/2023
Page 12	SDIA and HSWIA updated.	18/05/2023
Page 2, para 2 Page 2, para 6	Introduction updated. Help and support added.	20/11/2023
Page 2, para 1.2	Values included.	02/04/2024
Page 3, para 6.2	Access to alternative policy format details added.	11/04/2024
Page 2, para 2.2	Reference to PN867 Managing attendance on training courses added.	22/04/2024
Page 12	Equality impact assessment date updated.	24/04/2024
Page 3, para 6.3	Staff suggestion scheme access details added.	28/05/2024

<b>Page/para nos.</b>	<b>Brief description of change</b>	<b>Date</b>
Page 3, para 3.3 Page 3, para 6	Moved to paragraph 6.2. New paragraph added to reflect agreement to grant additional day for courses outside of GLA boundary	14/11/2024

## Subject list

You can find this policy under the following subjects.

Leave	Training
Attendance at training courses	Compensatory leave

## Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

<b>Considered by:</b> (responsible work team)	<b>FOIA exemption</b>	<b>Security marking classification</b>