**This guidance applies to any employee who was appointed to either Cumberland Council, Westmorland and Furness Council or Cumbria Fire and Rescue Service on or after 1st April 2023. While some of the terms used may differ the content is still relevant to these authorities.**

**Any employee who was employed by Cumbria County Council or one of the 6 District Councils prior to 1st April 2023, and who TUPE transferred to their new employer will continue to use the procedure from the relevant sovereign authority.**

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| **Version Control** | **Changes Made** | **Author** |
| Version 1 May 2023 | Updated to reflect the increase in annual leave | People Management |

**Accrual of Leave on Additional Hours**

From the 1st August 2024 there will be changes to the way annual leave is accrued on additional hours worked.

**This means that leave entitlement will be provided for all workers as follows:**

* Leave will accrue on additional hours worked and must be recorded and requested in line with the council’s ready reckoner.
* Leave cannot be requested at a time when the individual would normally be working in their substantive position.
* Leave cannot be requested at a time when an individual would be undertaking additional hours.
* Where leave is requested this will be recorded on timesheets and leave hours will be paid in the normal way and the individual will be shown as on leave.
* Individuals must liaise with their manager(s) in order to ensure there is no disruption to service.
* Leave will not be accrued on hours worked over 37 per week. This means that where contracted hours and additional hours exceed 37 per week, additional leave will not be accrued on any hours worked over this amount.
* Where additional hours are worked against another position (e.g. in order to provide relief cover in another post) this must be as part of a Casual Worker Agreement. In such circumstances leave will be on statutory basis only (28 days Inc. bank holidays) and leave will be calculated as such.

**A ready reckoner which will assist with calculations of additional annual leave accrual is available on in touch.**

August 2014