# Green Book Leave

**Statement of Change**

# Year Change

## Change of green book leave year from employees individual birthdays to leave that commences in January and runs until December.

**To: All staff within the scope of the change & TU representatives**

This document contains a proposal to change the way in which green book leave year entitlement runs from each employees individual birthday to a starting date of January through to December.

Due to the introduction of FireWatch and its ability to only work with one leave year that starts and ends at the same time we need to amend the way in which we manage green book leave entitlement. Currently each individual corporate employee’s leave entitlement runs from their personal birthday. We need to change this to coincide with grey book leave which runs from January to December.

This document provides information in relation to proposal and the engagement period.

## What is the Process?

This document sets out the impact of this proposal on staff. It will be used to underpin engagement with staff on the proposal and is designed to ensure a framework that allows both a consistent approach, yet allows for understanding that an element of flexibility may be required depending on issues arising from specific reviews.

## Engagement

There will be a 6 week engagement period for all staff in scope of the proposal. An initial briefing will begin the process, setting out the proposals and engagement process. There will be an opportunity to ask questions of the service. This process is managed by HR and they will also be in attendance with Trade Union representatives also invited to support staff.

The Statement of Change will be made available to all staff and additional FAQs relating to the service proposals will be posted on the CFRS website. These will be regularly updated to reflect questions raised during the engagement process.

Engagement opportunities will be tailored to the specific needs of the Service and employees in scope. They will consist of drop-in sessions and where requested one to one meetings. A midpoint meeting will be held within the 6 week consultation period to have further engagement and ask any other questions. A final meeting will be held following the closure of the engagement period once all feedback has been considered and final decisions have been made.

## Trade Unions

The Service is committed to work closely with Trade Union colleagues through this change proposal.

Trade Union representatives will be briefed at various stages of the process ahead of communications with affected employees.

Trade Union representatives will also be invited to attend all engagement meetings with staff. There will be the opportunity at the end of the engagement meetings for Trade Unions to have initial discussion with their members. Trade Unions can also accompany their members to one-to-one meetings.

## Review, Decision and Outcome

We will aim to notify all in scope employees of the outcome within 2 weeks of the engagement process ending. If agreement is made, this will be accompanied by an outline timetable for the implementation process.

Should there be a need to extend the 2 week decision period as a result of significant issues raised, then all staff will be notified as early as possible, with an explanation for why an extension is required.

## What Do We need to Achieve through this change proposal?

Each staff member requires an updated annual leave balance for the remainder of 2025.

A fair and consistent approach to all employees will be taken to take in to account each individual

balance and current leave year start and end dates. No staff should be disadvantaged throughout the process as every staff member will have what they would normally accrue in the specified month period.

## Scope

All green book employees are in scope for this change.

## Suggested calculations for leave

The green book annual leave calculator will be used for each individuals leave year. Guidance is available on this calculator for understanding of how it works.

Each individuals calculation will be different depending on when their current annual leave year starts and ends.

HR will complete the calculations, and they will be shared with each employee so that they are aware of their remaining entitlement up to 31st December 2025.

## How to engage with the change proposals

All engagement and supporting information will be made available on the CFRS website following the first staff engagement meeting. A hard copy information pack can be provided on request for staff without access to the Services ICT network.

Communication methods and information will be available in a range of formats where required to ensure equal access to the documentation for all employees.

All employees in scope of the proposed change may request at least, one 1-2-1 meeting during the engagement process. The purpose of this is to seek the views and ideas of staff in relation to the proposals and provide as much opportunity for personal circumstances to be listened to, collated, and considered.

To request a 1-2-1 or group meeting with management, please contact Victoria Barnes, HR Advisor.

To ask questions, provide comments or submit feedback on the proposals, please email [HR@cumbriafire.gov.uk](mailto:HR@cumbriafire.gov.uk) or [victoria.barnes@cumbriafire.gov.uk](mailto:victoria.barnes@cumbriafire.gov.uk) This will ensure questions are promptly answered. Staff are encouraged to read the FAQs already on the website as a response may already have been provided.

Members of the recognised Trade Unions may wish to give their feedback through their Trade Union representative.

The Employee Information site will be kept up to date to contain a range of information to support employees through the change process. You are encouraged to view this website on a regular basis during the process.

## Timescales

The proposed timeline for the review is set out in the attached **Appendix 1**.

I hope that I have covered as much as I can as part of this document, however if there are any queries, please contact HR.

**Senior HR Advisor**

**Victoria Barnes**

**Appendices**

Appendix 1 Timeline of change

Appendix 2 Annual Leave Calculator

Appendix 3 Annual Leave Calculator Guidance

**Appendix 1- Timetable**

|  |  |
| --- | --- |
| **DATE/S** | **ACTIVITY** |
| 28th January  2025 | ***Initial Teams meeting to advise consultation due to commence*** |
| ***Phase 1 - Information exchange/engagement*** | |
| 12th February 2025 | **Initial meeting with Trade Unions to discuss the proposed change** – Meeting held via teams with Union and GMB in attendance |
| 19th February 2025 | **Meeting with Trade Unions and staff in scope** (all green book Trade Unions invited)  **Formal Engagement process commences**  Both Unison and GMB have been emailed and green book staff have been advised via weekly update with a link for a teams meeting. |
| As required | Individual 1:1 meetings available upon request. Employees can be accompanied by a Trade Union representative. |
| 12th March 2025 | Further update meeting with trade unions |
| 12th March 2025 | **Mid Point - Meeting with Trade Unions and staff in scope** (all green book Trade Unions invited)  **With all employees in scope and trade unions held on teams. Invites sent directly to TU’s and link shared in weekly update.** |
| 2nd April 2025 | **Engagement process closes.** |
| ***Phase 2 - Decision*** | |
| 7th April 2025 | Collation and review of feedback from staff and Trades Unions and reflection of proposals. |
| 14th April 2025 | Final update meeting with trade unions |
| 16th April 2025 | **End Point - Final Decision meeting**  **With all employees in scope and trade unions held on teams/in person and invites sent via email**   * Final decisions released. |
| ***Phase 3 - Implementation*** | |
| TBC | Change implemented:   * + Annual Leave calculations completed and distributed with staff |
|  |  |