

Change to Green Book Leave Year

FAQs

How will my leave be calculated?

Leave will be calculated using the annual leave calculator that is available on CFRS website. There is supporting guidance of how this calculator works.

What date will my leave be calculated to?

Leave will be calculated up until 31st December 2025.

Who will be responsible for calculating leave?

HR will be responsible for working out leave and will provide the employee and their manager with their remaining leave entitlement.

Can I carry leave over from my current leave year?

Yes, leave can be carried over in excess of the normal 5 days.

What happens if I have holidays booked but not enough leave left?

You will be able to carry leave over from your current leave year and also borrow some leave from January 2026 leave year if needed. We would encourage you to speak to your line manager as well as HR if you have any concerns.

If I have purchased additional annual leave can I still use it?

Yes, if you have purchased annual leave this can still be used.



When will additional leave which is accrued due to continuous service be added to my leave year?

If the date for continuous service falls part way through an individuals leave year and results in an increase in entitlement (i.e. up to 5 years' service), a pro-rata increase will be applied for that year.