# 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?

Annual leave / Bank / Public Holiday entitlement is proportionate to the number of completed day’s service during the annual leave year (on a pro rata basis for part time / part year employees). Additional leave accrued will be added following the completed year of service.

## How will payments for additional annual leave which has been purchased be affected?

In regard to the purchase of annual leave we would advise you purchase this in line with the timescale of the policy however, if you are purchasing leave which you intend to use from January 2026 onwards, we advise this is purchased in line with the change to the leave year. Your payments should just carry on as normal. If you have already purchased leave and are unsure about what this means for your payments, please contact your line or HR.