

Date: Thursday, 19 June 2008

ALL MEMBERS

PRE AND POST COURSE LEAVE

Dear Brother/Sister,

Members have been contacting the Brigade Office with concerns regarding pre and post course leave in relation to training courses at the TDA.

The provisions of pre and post course leave are contained within SOP TRA0015 'STC Courses General'. Your officials have been in contact with management on this matter who have confirmed that courses and leave will be in compliance with this SOP.

I have attached a copy of the SOP for your information but draw your attention to the sections relating to leave for week long (or longer) courses, four day courses and notice for courses.

I trust you will be aware that SOP's are contractual and as such are binding on both employer and employee. I hope that will resolve any areas of confusion on this matter but if you require any further information please do not hesitate to contact your branch official or the brigade office.

Yours in unity

L Skarratts
Brigade Secretary

attach

TRA0015

Standard Operating Procedure

STC Courses - General

Active Date: 26.09.03

Introduction

[Amendment begins:]

All courses for basic, continuation and specialist training of personnel are conducted at the Safety Training Centre (STC), Storrington Avenue.

[Amendment ends]

Uniform

All personnel attending courses at the Safety Training Centre will wear uniform in accordance with SOP [ADM0106](#) Standards of Dress. Articles of uniform required for specific courses are detailed in Joining Instructions form TC16.

Travelling Expenses

All Courses

[Amendment begins:]

Students may claim additional expenses where the cost of travel by public transport to the Safety Training Centre (where applicable) exceeds the cost of travel by public transport to their home station. The excess amount for each day's attendance may be claimed retrospectively by submission of form FS34 on returning to duty following a course

[Amendment ends]

N.B. There is no facility for the claiming of expenses for travel time.

Payment Required in Advance

Students who require payment in advance of the estimated additional travelling expenses must complete and submit form FS34A, giving at least seven days notice.

Meals

[Amendment begins:]

Service personnel attending courses at the Safety Training Centre will be provided with meals free of charge.

Leave (Courses One Week or Longer in Duration)

Pre-Course Leave

Granted as per Grey book conditions of service. Grey Book 3.6 (d) states;

A member proceeding to a course shall not be required to attend for duty during the shift period immediately prior to the requirement to travel, or if this is not possible, appropriate compensatory time off shall be given.

Fire Service College/Residential Courses

For courses starting on a Monday, which require an overnight stay prior to the course commencing, the period allowed for travel is the Sunday day shift. Therefore the following pre course leave applies:

- If on Days Saturday you ARE required to work.
- If on Nights Saturday you ARE NOT required to work
- If on Days Sunday you ARE NOT required to work
- If on Nights Sunday you ARE NOT required to work

Safety Training Centre Courses

For STC courses starting on a Monday the period allowed for travel is the Sunday night shift. Therefore the following pre course leave applies:

- If on Days Saturday you ARE required to work.
- If on Nights Saturday you ARE required to work
- If on Days Sunday you ARE NOT required to work
- If on Nights Sunday you ARE NOT required to work

Note: It is the shift before not the day before travel, which is granted as pre-course leave.

Leave During a Course

Provided correct application is made, time off of up to one half day for a one week course and one day for a two week course will be considered for:

[Amendment ends]

- Urgent or unforeseen domestic/medical circumstances.
- Compassionate circumstances.
- Trade union officials faced with urgent unavoidable situations on short notice.

[Amendment begins:]

Requests should be in writing and, where possible, should be accompanied with documentary proof. The Service Training Centre Manager, or his deputy, will consider each case upon its individual merit. Periods of absence longer than those stipulated above will require the individual to be re-nominated for the course at a later date.

[Amendment ends]

Post Course Leave

During courses, students will take Saturday and Sunday as rota days. At the end of courses, students will take rota leave on Saturday and Sunday and commence normal duties from 0900 hours on the Monday.

Leave (Four Day Courses)

Pre-Course Leave

As these courses commence on a Tuesday, personnel will be permitted the Monday as pre-course leave. Where an individual is scheduled for duty on Sunday day or Sunday night prior to attending a four-day course then that tour of duty will still be worked.

Post Course Leave

Personnel will take Saturday and Sunday as rota days following this course. Normal duties will commence from 0900 hours on the Monday.

Notice For Courses

Under normal circumstances, every effort will be made to give personnel a minimum of 21 days notice of any non-watch related course. Where circumstances do not permit such notice, then initially, volunteers will be sought. Personnel given less notice cannot refuse on the grounds of insufficient notice alone but must give reasons in writing, each case to be judged on merit.