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**NATIONAL JOINT COUNCIL  
FOR LOCAL AUTHORITIES'  
FIRE BRIGADES**

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**To: Chief Fire Officers/Firemasters  
Chief Executives/Clerks to Fire Authorities  
Chairs of Fire Authorities**

**Members of the National Joint Council**

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25<sup>th</sup> March 2002

**CIRCULAR NJC/3/02**

Dear Sir/Madam

**Leave on termination of employment**

1. We are writing to advise authorities that the following amendments to Section III of the Grey Book have been agreed.

**Annual Leave**

2. Delete Section A, paragraph (4) and replace it with the following new paragraph (4):
  4. Outstanding Leave on Termination of Employment

Payments in lieu of annual leave accrued in the current leave year shall be made in cases of termination calculated by reference to paragraphs (2) and (3) of this section. Any leave actually taken from leave accrued shall be discounted in considering the amount of pay in lieu.

**Public holidays**

3. Delete Section B, paragraph (2), sub-paragraph (i) of and replace it with a new sub-paragraph (i):
  - (i) In cases of termination of employment, payment shall be made for any outstanding time off in lieu for public holidays.

### **Long Service Leave**

4. Add the following new paragraph to Section C:

7. In cases of termination of employment, payment in lieu shall be made in respect of any outstanding leave.

**Yours faithfully**

**CHARLES NOLDA**

**ANDY GILCHRIST**

**Joint Secretaries**