CHAPTER 26

LEAVE, ABSENCE AND SEPARATED SERVICE

(Sponsor: NAVY PEOPLE-PSP EMP POL SO1)

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CHAPTER 26

LEAVE, ABSENCE AND SEPARATED SERVICE

SECTION 1

GENERAL

2601. Introduction

a. This Section has a broad remit and encompasses the majority of reasons for the absence of a Service person from their designated place of work. These include the various types of leave available and those occasions when Service personnel are absent for other reasons, such as jury service or when in civil custody. Absences may be either pre-planned or in reaction to particular circumstances. Either way, all absences must be recorded on the Joint Personnel Administration (JPA) System to allow for the appropriate pay, allowances or career management action to be taken, and for the provision of accurate management information. Service personnel will not be able to input Leave retrospectively onto the JPA system, therefore Annual Leave requests should be submitted at least 48 hours prior to the proposed period of absence.

b. JSP 760 is intended as general regulations to those responsible for absence management and provides a basis upon which reasonable decisions can be made.

c. All those responsible for the management and administration of leave and absence must make themselves conversant with the instructions contained in JSP 760.

2602. Management of Leave and Stand Downs

a. The management of leave is the responsibility of the Chain of Command.

b. Commanding Officers are responsible for ensuring that, wherever possible, individuals take their leave allowance in the leave year it was allocated.

c. Whilst Stand Downs are not to be used to replace or defer ALA, COs should assess the appropriateness of awarding a stand down independently of, and without reference to, an individual's outstanding ALA balance.

2603. Leave Allowance

a. Service personnel have 38 days Annual Leave Allowance which includes Public Holidays. Service personnel are entitled to a minimum of 28 days annual leave per year under the Working Time Regulations (WTR).

b. Personnel being unable to take at least 28 days annual leave is a CAT A PFS breach and should be reported as such (see Annex 22A).

2604. Recording of Absences

a. All Service personnel must be made aware that they have a duty to record accurate and up-to-date absence information on JPA including that between assignments. Falsifying absence information is fraud and is a punishable offence under the Manual of Service Law (JSP 830). This is not only a policy requirement but is necessary for informed decisions to be made affecting pay, allowances and personnel management. The principal reasons driving the requirement for accurate leave recording are:

(1) The Armed Forces Pay Review Body (AFPRB) uses leave data in calculating its annual pay award recommendations to the Prime Minister. The ability to take leave is also one of the key components of the rationale behind the X-factor calculation. The accurate recording of leave is therefore important to the ongoing credibility of the pay award process.

(2) On the basis of legal advice, it was decided that MOD should commence making payments in lieu of untaken leave for Service personnel who die in service. However, the MOD can only make such payments on the basis of accurate and up-to-date leave records to provide the necessary audit trail.

b. It is, therefore, vital that all personnel keep their JPA leave records up-to-date and that the Chain of Command ensures this policy is enforced.

c. Personnel can now also record leave through the Myleave App on Defence Gateway which can be accessed directly or via the MyNavy App.

SECTION 2

TYPES OF LEAVE AND ABSENCE

2605. JSP 760 References

All types of Leave and Absence are detailed in JSP 760.

2606. Relocation Leave

Relocation Leave (RL) is a period of authorised absence granted to Service personnel assigned between locations on non-operational tours of duty necessitating a change of accommodation, to facilitate the settling in/relocation process. It is in addition to, and not a substitute for, Annual Leave. All additional periods of absence taken between assignments, i.e. AA and ILA, are to be recorded on JPA. Further details are at Annex 26I.

2607. Self-Certified Sickness Absence (SCSA)

a. The overarching policy for SCSA is covered in JSP 760 Chapter 21. Personnel may SCSA for self-limiting medical conditions for periods of up to 48 hours. All personnel are to contact their CoC as soon as the illness or injury is established in order to gain authority to proceed on SCSA rather than reporting sick.

b. SCSA is not permitted for personnel deployed on operations or exercises, or for those deployed under OPCOM CJO. For the Royal Navy, SCSA does not apply to “sea-going units” and for this purpose “sea-going units” are defined as all surface and submarine platforms, frontline Naval Air Squadrons and Flights, and 3 Cdo Bde RM.

2608. Leave Abroad

a. Personnel should be aware that special security regulations can apply when travelling to certain countries. Details of these countries and the procedures to follow can be found in JSP 440. Certain restrictions also apply to Service Personnel wishing to visit Northern Ireland (NI).

b. Anyone intending to travel to NI or the Republic of Ireland (ROI) is to contact their USO, in the first instance, to ensure the appropriate briefing is given.

2609. Further Information

Further policy is contained within BRd 9467 (FLAGO), Chapter 12. Additionally, advice on all leave matters can be provided by NAVY PEOPLE-PSP EMP POL SO1.

SECTION 3

MARITIME RESERVES LEAVE

2610. Introduction

Reserve personnel are eligible for the same allocation and types of absence as Regular personnel, depending on the type of reserve service being undertaken, e.g. FTRS, ADC, etc. Sponsored Reserves, however, are not entitled to leave. Part Time Volunteer Reserve (PTVR) personnel attending on Reserve Service Days (RSD) under RFA 96 Sections 22 and 27 are now entitled to attendance based paid leave proportionate to their Service. Detailed policy is contained within JSP 760.

2611. Maritime Reserves Leave of Absence

Commanding Officers may grant up to six months leave of absence to any Reserve personnel who request it for civilian employment or other reasons. Such leave will not affect seniority or reckonable service in the Reserve. All applications for leave of absence exceeding six months are to be submitted to RES CM. Such submissions are to contain an assessment of the likelihood that the Reservist will resume training on completion of the stipulated period of absence.

2612. Maritime Reserves Extended Leave of Absence

The detailed regulations for extended leave of absence (more than one year) for are below. However, extended leave of absence may be granted by CMR in exceptional circumstances:

a. **Junior Officers under Training.** Will normally be required to be removed from the Active List and apply for re-entry on their return.

b. **Officers with under 15 years' Service.** Will be placed on List 3 for up to three years, thereafter they will be removed from the Active List. Whilst on this List they will neither accrue seniority in their rank nor reckonable service in the Reserve. Only one such period of absence will be permitted.

c. **Officers with over 15 years' Service.** May revert to List 3 for up to three years. Thereafter they may be placed on the Retired List.

d. **Ratings.** Ratings may be placed on List 3 for periods of up to three years. For periods in excess of three years they are to be discharged. Should they wish to re-join at some future point, they may be permitted to re-enter in their previous rate, subject to the prevailing workforce situation, and in accordance with current re-entry regulations. Re-entry is not a right and cannot be guaranteed.

2613. Commanding Officers

Commanding Officers who for any reason intend taking a period of leave of absence in excess of one month are to report details to CMR.

SECTION 4

LEAVE FOR 3 WATCH CREWED (3WC) VESSELS

2614. Introduction

The 3WC model was developed in 1992 as the enabler for new operating patterns for the next generation of survey vessels designed to achieve high levels of availability through innovative solutions in both engineering and personal terms. The result of extensive studies within the RN was a lean complement working a watch rotation routine finely tuned to the role of each ship.

2615. Watch-keeping Cycle

a. The watch-keeping cycle will be determined by each unit's command team, advised by their relevant Class Generating Authority (CGA); subject to programming and operational commitments.

b. For an individual assigned to a 3WC platform, intended to deliver 268 days of activity in a 12-month period, their annual harmony entitlement is as follows:

Total days on watch - 268
Total days off watch - 90
Career Development / TOIL - 7

c. Off Watch Time is broken down by allowance as follows:

Allowance	Duration	Nature
Individual Leave Allowance	38 Days	Protected Entitlement
Seagoers Leave	12 Days	Protected Entitlement
Respite (IAW Para. 2616)	40 Days	Protected Entitlement
CDev / Time Off In-Lieu (TOIL)	7 Days	Protected With Discretionary Allocation

d. 7 days in each 12-month period are allocated to Career Development and/or TOIL. This time is to be used by units to manage individual training, competencies and courses, alongside routine administration activities, including medical appointments, administration, and individual stores issue, assessed as unachievable within the 268 day on-watch allocation. Any unallocated portion of this time is to be awarded as TOIL, with the split at the discretion of the Unit's Officer in Command.

e. The above figures apply to a constant on/off watch cycle and do not account for major programme commitments, where the watch rotation may be suspended.

f. Guidance for the management of leave for personnel joining and departing the 3WC system can be found at Annex 26M.

2616. Respite (Authorised Absence)

For every off-watch period, Authorised Absence (AA) is to be taken by individuals at their home, which can be privately owned or rented accommodation; SLA or SFA. This will be in lieu of harmony time at their normal place of duty (base port). While Respite time may be used for the conduct of the items detailed below, it should only be used for the management of individual training, including items directed as part of pre-joining training plans, by exception. Where training needs exceed the 7-day Career Development / TOIL allowance, a formal written request must be submitted to the unit's CGA to utilise Respite time for this purpose.

a. Base Port Support, Welfare and Chaplaincy Meetings

b. Challenging Activity and Adventurous Training

2617. Methods of Travel for Respite (AA)

a. When returning to the UK for an off-watch period, individuals are entitled to a publicly funded return flight. For budgetary reasons, Military Air Trooping (MILAT) should be used whenever possible. Should the individual be proceeding to their home or NOK address for leave or respite then a leave warrant should be used for this section of the journey. This is intended to allow the individual to go direct to the home/NOK address rather than return to the base port prior to being released to go on leave. It is recognized that there will be occasions when MILAT will not be available due to operational reasons e.g. late notice operational tasking, R&R flights, etc. and any delays in Ship's Company movement may result in a lack of platform availability and consequently the loss of value from the ship support contract. If the individual is delayed during the journey, this will count as lost stand down but not ALA/SGL as this will remain protected.

b. If Civil Air (CIVAIR)[1] is utilized, the arrival point in the UK does not necessarily have to be either of the two main London airports. For example, for an individual traveling from the Gulf area to a final destination of Manchester, by combining the public expense and leave warrants, it may prove as economical and beneficial to the individual to travel from theatre to Manchester via Paris rather than via LHR/LGW. However, in accordance with MOD guidelines, the most economical method and route must be used.

c. The table below summarises the reasons for travel, methods of travel together with the applicable method of funding:

Reason for Travel	Theatre to Arrival point	Arrival point to final destination
Duty (Attend course, meetings etc.)	Public expense	Public expense (claim via JPA)
Leave (ALA/SGL)	Public expense	Leave travel SGW (claim via JPA)
Respite/Off-Watch (AA)	Public expense	Leave travel SGW (claim via JPA)

[1] CIVAIR should only be used when MILAT is not available.

2618. Guidance on Recording Respite (AA) on JPA

a. Unlike ALA/SGL, Respite is not transferable between leave years and is to be recorded on JPA under AA by UPO staff. Respite time is only to be recorded/added as AA for the current leave year and not amassed for the period of the assignment. This will ensure excessive leave balances are not automatically carried over to the next leave year. JPA does not record leave taken over weekends, therefore Respite/Off-Watch absence which includes a weekend must be deducted from the individual's AA balance.

b. To overcome the issues above, 3WM vessels may wish to consider the following option to ensure Watch Rotation Leave (WRL) is recorded accurately:

(1) Each instalment of WRL is added as AA and annotated as WRL.

(2) When proceeding on WRL, the Ship's Office record leave via Mass Update of leave for all watch personnel.

(3) Upon return from WRL, the next set of WRL is added as AA. This process is repeated for each rotation.

SECTION 5

SEPARATED SERVICE RECORDING

2619. Introduction

a. The recording of Separate Service (SS) was introduced as a means of measuring Harmony on an individual rather than unit basis. Within the RN, JPA is used for recording an individual's accrued SS.

b. All personnel within the RN have their Harmony measured by recording SS against a threshold of 660 days over a rolling three-year period (written as 660/3). This is a Category 'A' (mandatory) Personnel Functional Standard (PFS) for all RN and RM personnel on the trained strength (except badged SF personnel, 3WM personnel and RN/RM junior officers during their first 10 years on the trained strength for whom 660/3 is a Cat 'B' (desirable) standard).

c. It is recognised that individuals assigned to 3WC Survey Vessels are likely to exceed the 660/3 SS threshold due to their long deployment periods. As a result, 3WC vessels are to manage SS (see Para 2615) in accordance with Para 2624.

d. Irrespective of whether personnel fall under Cat A or Cat B, the accurate and timely recording of SS is essential to ensure that Individual Harmony is fully understood, and personnel do not exceed the maximum threshold of 660 days SS over a rolling three-year period.

e. In times of significant war fighting it may be necessary to breach the SS threshold of 660/3 for all or part of the Royal Navy. It is envisaged that this provision will only be used where there is a general (as opposed to limited) call out of Reservists.

f. SS recording is applicable to all Royal Navy personnel including those on Exchange, Loan Service and Secondment, but excludes personnel undergoing initial training.

g. Under the call out powers of the RFA 96, the 'Time Out' Policy applies to Mobilised Reserve personnel such that they cannot be mobilized more than once in the period governed by JSP 753 (Tri Service Policy for Mobilised Reserves), unless they choose to volunteer.

2620. Definitions

Standard tri-Service definitions are:

a. **Separated Service (SS).** Absence that precludes return to the Service person's permanent duty station, family home, Residence at Work Address (overnight) or permanent residence during normal stand down periods (e.g. weekends).

b. **Separated Service Day.** One SS day will be awarded for each period of 24 hours absence from an individual's normal place of duty/RWA.

c. **Normal Place of Duty.** Normal Place of Duty is defined as the base, station, unit, establishment, or base port in the case of HM Ships.

d. **Residence at Work Address (RWA).** Residence at Work Address can be privately owned or rented property or Service Family and Single Living Accommodation (SFA/SLA) and applies irrespective of Personal Status Category.

e. **Duty Personnel.** Those who are members of a unit or organisation's duty staff for a period of at least twenty-four hours and as a result are required to sleep in accommodation specifically allocated for this task. Such personnel are deemed to have a 'night out of bed' at their RWA. Those whose duty is on call and not absent overnight from their RWA are not eligible for the award of duty SS. Personnel who are watchkeepers and are granted watchkeepers leave are not to be awarded SS. When watchkeepers leave is not given, however, SS should be awarded.

2621. SS Reason Categories and Recording Codes

a. The SS Reason Categories and Recording Codes are defined in JSP 756 Chapter 3. SS recording has no immediate effect on pay and allowances, but is used to measure the separation from normal place of duty or RWA because of Service commitments. This provides the evidence to influence and inform personnel related management decisions. It records when an individual is away from their normal place of duty for 24 hours or more and also when their free time is limited because they are on duty at their normal place of duty. It is stressed that SS is absence from normal place of duty/RWA and not absence from family.

b. Harmony time will be delivered at the normal place of duty. Non-qualifying Service, such as periods on Leave, undertaking Sport and Adventurous Training, together with exemptions are detailed at JSP 756 Chapter 3, Para 4. Personnel landed for harmony purposes, when not on leave, will be expected to work as normal[2]; however, if they are subsequently required to undertake 24-hour duties or be absent from their base port, this will be recorded as SS.

[2] Different rules apply to personnel serving in 3WM Survey Vessels during off-watch periods (Para 2615 – Para 2619 refer).

2622. Recording Separated Service

a. SS will be recorded on JPA by the following processes:

(1) Move and Track Arrival.

(2) Move and Track Change of Location for Temporary Medical Reasons.

(3) Move and Track Recording Separated Service for Duty Staff.

(4) Move and Track Move Reasons.

b. Individuals are personally responsible for reporting to the HR Administrative Clerk to perform the 'Arrivals' procedure at the earliest opportunity upon arrival at their new unit, or on returning to their parent unit, when SS will be captured. Individuals without immediate access to HR Admin staff or units without access to JPA should report all changes to location and SS immediately to their parent administrative unit for input into JPA by the fastest means possible, such as e-mail. The form at Annex 26A should be used to report all absences to the individual's parent unit.

c. On arrival at a new unit, the EWO or equivalent is to verify the individual's Move and Track record for the last three years. Where excessive SS is evident through inaccurate recording, corrective action is to be taken by unit HR staff and the previous unit notified. Individuals leaving a unit on assignment are to have their SS record verified prior to joining their next unit and any recording errors are to be rectified. Where unit HR staff are unable to amend incorrect SS levels that are over nine months old[3], they are to forward the incorrect SS record to the nominated WTR within that Parent/Unit Admin Authority or to the RN/RM Pay and Delivery Focal Point Team via e-mail NAVY PEOPLE-PIIAC JPA FP MAILBOX (MULTIUSER) NAVYPEOPLE-PIIACJPAFPMAILBOX@mod.gov.uk for entries which are over two years old, supported by comprehensive documentation, for correction. A list of the units with nominated WTR's is at Annex 26B.

2623. Separated Service Voluntary Waivers

A voluntary waiver is an individual's agreement that they are prepared to breach the 660/3 threshold in order to remain at sea or away from base port. This must not, however, mask the individual's true SS balance and SS must continue to accrue during the period of the waiver. It is vital that Unit HR record all waivers on JPA and that the appropriate Reason Code is used. This will ensure that despite a waiver being submitted, individuals true SS is recorded in JPA. See Section 6 of this Chapter.

[3] SPVA has approved the extension of rollback function from 9 months to 2 years for 9 RN Unit HRs in major shore UPOs.

2624. 3WC Vessels including OPV and Survey Vessels

a. Personnel serving in 3WC vessels will continue to have bespoke leave and travel arrangements which are detailed in Section 4 of this Chapter. The careful management of such 3WC arrangements will help maintain accurate SS recording and management of personnel serving in 3WC vessels. Guidance for personnel joining and leaving 3WC units can be found at Annex 26M.

b. It is recognised that individuals assigned to 3WC units are likely to exceed the 660/3 SS threshold due to their long deployment periods and individuals assigned to 3WC units are, instead, to comply with an 825/3 standard, broken down as follows:

(365 days total x3 = 1095) – (90 days harmony x3 = 270) = 825 days SS in a 3-year period.

c. Due to the more inflexible nature of workforce management within the 3WC rotation model, in order to pre-empt breaches of PFS, careful tracking of annual harmony is essential. Therefore, the following should be noted:

(1) Failure to deliver the 90-day annual protected harmony entitlement in any particular year carries significant risk of Cat A PFS breach, by leading the individual to exceed the 825/3 SS Standard, noting the limited ability of 3WC units to release personnel to regain lost harmony time and reduce SS over the remainder of their assignment.

(2) Where it is anticipated that a unit in 3WC will fail to deliver an individual's annual 90-day protected harmony the unit is to engage with their Class Generating Authority (CGA) and present a plan to regain the individual's projected SS to the 825/3 standard over the remainder of their employment within 3WC; to be approved by both the Ship's CO and the CGA. 3WC units should note that the 7-day annual allowance for Career Development / TOIL does provide some limited capacity to recover lost harmony time and reduce an individual's projected SS total to within the 825/3 standard, when used to deliver time-off.

(3) Where it is considered necessary to breach the core 90 annual days of 'Protected Harmony' for an individual in 3WC on exceptional grounds to preserve unit operational capability, and a solution to recover them to within the 825/3 standard during the remainder of their employment within the 3WC model has not been found:

(a) The individual may elect to submit a voluntary PFS waiver in accordance with Section 6 of this Chapter to continue their sea service. This measure should be carefully considered by the CO, time limited and accepted only in extremis.

(b) Where the individual elects not to submit a voluntary waiver, an application to breach an individual's Protected Harmony threshold must be made, in advance, by the CO (having consulted the relevant OF5 Flotilla Commander, or equivalent) to Deputy Director People Delivery.

(c) If the application is supported, SS continues to accrue and is to be addressed at the earliest opportunity. NAVY PEOPLE-PSP EMP POL-SO1 is to be informed, and an involuntary waiver is to be recorded.

(4) Any breach or anticipated breach of the 660/3 SS threshold for personnel within 3WC units is to be reported as a failure to deliver a Category 'B' PFS.

(5) 3WC units must, in any case, liaise closely with Career Managers when individuals with high SS balances depart the 3WC system and are assigned to non-3WC seagoing units.

2625. Clarification of Accrual of Separated Service

a. **Watchkeepers/Dutymen/Shift workers.** 'Lack of freedom to enjoy leisure at place of duty/residence at work address, including leave' applies only to those personnel who are required by their duty to remain on board their unit for periods of 24 hours or more. Personnel who are shift workers, watch keepers, or duty personnel, who are on duty for less than 24 hours, are not covered by the SS regulations (See Annex 26C). The X Factor and additional leave arrangements compensate for this kind of working.

b. **Late Working.** SS may be awarded where an individual works late on a frequent basis as this is the kind of overstretch that SS is trying to capture. Frequent basis should be taken as three consecutive days working where a minimum of four additional hours has been worked beyond normal secure on each day. In most cases this should mean working beyond 2000 on weekdays. One day's SS should be awarded for each day this happens, backdated to the first day and triggered on passing the 'frequent' criteria; recording will cease as soon as the consecutive run is broken.

c. A manual SS entry, using the form at Annex 26D, will be required and must be authorised by the CO or Head of Department (HOD), Reason Code 16 is to be used in these circumstances. The form at Annex 26D can be customised to fit local conditions but must always be signed by the CO or HOD who will wish to monitor working practices closely. The forms should be retained for 12 months after the end of the period of Frequent Late Working.

d. On Call. Where personnel are on call or at reduced notice to move, a SS day will only be awarded when called in for four hours or more[4]. Personnel on leave who are recalled should be awarded a SS day and be granted leave for the period recalled.

e. **Compassionate Assignments and Locally Managed Compassionate Relocation.** Compassionate assignments will be granted in the normal manner once approval has been received from DDPD following a RN FPS recommendation. If assigned or locally managed to another location for compassionate reasons, the new location will become the normal place of duty and SS will only be accrued for qualifying absences from the new location.

f. **Compassionate Leave.** Compassionate Leave will be granted/approved in accordance with the guidance contained in JSP 760. The amount of leave will be entered into the individual's JPA absence record by Unit HR. The individual is then to create an Absence Request under JPA Self Service Employee in the normal way applying for the number of days under Individual Leave Allowance. SS will not accrue for periods of compassionate leave providing the above guidance is followed and the SS Reason Code box is left blank when the Move and Track process is completed.

g. **Hospitalisation/Medical.** Periods of hospitalisation as a result of an injury or illness that is not attributable to the Service will not be recorded as SS and the SS Reason Code must be left 'Blank'. SS, however, is to be recorded where an individual is hospitalised as a result of an injury or illness directly attributable to their duty in a professional or representative capacity, or when employed on a named operation. In these circumstances Reason Code 08 should be used. When an individual leaves hospital or, if abroad, returns to the base port or RWA, SS will cease. If the individual returns to duty (or, if medically downgraded, is employed on duties other than the ones they were on before the injury) they will be entitled to SS under the normal rules. If an individual is assigned to a Recovery Cell (including Hasler Company), this new location will become the normal place of duty and SS will only be awarded for relevant absences from or duties at that location. When an individual goes on sick leave this will be entered onto the JPA Absence Record but will not count towards the SS limit of 660/3.

h. **Training Courses.**

(1) If a course lasts for six continuous months or more (182 days), whether assigned or not, the location of the course will become the new normal place of duty and SS will not be awarded. LSA will cease at the start of such a period, but personnel may be eligible for Disturbance Allowances and/or GYH packages as appropriate under existing rules.

(2) If the course lasts less than six months and the individual is Permanently Assigned to the course, the Training Establishment becomes the new normal place of duty and SS will not be awarded.

[4] This 4-hour period does not include travelling time.

(3) If the course lasts less than six months and the individual will be returning to their unit, SS will be awarded provided the course takes place outside of the Base area.

(4) For courses which are wholly residential (i.e. must live onboard throughout), personnel attending will be awarded SS for the entire course even if it is held in their base port/parent air station/base unit area. If the course is partly residential, personnel attending will get SS for the days which are residential even if the course is held in their base port/parent air station/ base unit area.

(5) For all other occasions not described in sub-paragraphs (1) – (4) above, such as if the individual is Managed Moved to the course that takes place out of their normal place of duty/base port, they will be awarded SS for the length of the course.

i. **Displaced Upkeep Periods.**

(1) For ships and submarines undergoing displaced upkeep periods where a formal base port change has occurred, SS is to be recorded only whilst personnel qualify for LSA payment or accrued through duties (paragraph a. refers).

(2) For ships and submarines undergoing displaced upkeep periods where no formal base port change has occurred, SS will be recorded whilst LSA remains in payment. Where LSA is in payment SS recording will continue for those personnel who remain with the ship at the displaced upkeep location. It will cease for those in the base port Rear Link Organisation. SS, however, is to be recorded for those personnel undertaking planned visits to the displaced upkeep location.

j. **Personnel Under Punishment.**

(1) When an individual is awarded a custodial sentence, their SS will cease.

(2) When an individual ashore/alongside is punished with stoppage of leave, they will not be entitled to SS on grounds of lack of freedom to enjoy leisure time. If, during the period of stoppage of leave, the individual undertakes a normal, rostered duty they will be entitled to SS for that duty.

(3) If an individual is under punishment when deployed, they will continue to accrue SS for any days outside of their base port/place of duty.

2626. Ships at Anchor or at Buoy.

a. Where a ship is at anchor or buoy within its base port, the following rules apply (for the purposes of this paragraph only, base port is the area controlled by the local KHM):

(1) Duty Watch personnel are entitled to a day's SS under the normal rules.

(2) If overnight leave is not granted, or if liberty boats are not available or precluded due to bad weather, all personnel will be entitled to SS days as Reason Code 5.

(3) Where overnight leave is granted and transport is provided to take people ashore, a SS day is not to be awarded, except to those covered by sub para (1) above. Personnel granted leave but who choose not to go ashore are not to be awarded a SS day.

b. Annex 26E is a guide and provides scenarios that involve a change of SS.

SECTION 6

SEPARATED SERVICE WAIVERS

2627. Background

a. Whilst it is a PFS Cat A requirement to maintain the 660/3 harmony threshold for personnel (see Chapter 22 Annex 22A), there may be occasions when personnel are prepared to breach that Harmony threshold in order to continue to serve at sea or away from their base port/unit. Special arrangements are in place for 3WC personnel; where any policy states 660/3, replace with 825/3 (see Para 2624).

b. Individual harmony[5] is delivered through a number of management processes that are used to prevent a breach of the 660/3 threshold. It is important to identify early when an individual approaches the SS threshold and take positive action to prevent and manage anticipated breaches. The management processes include squad or watch rotation, career management, assignment, voluntary waivers, unit programming, duty rosters and specific exemptions.

2628. Separated Service Voluntary Waivers

a. In order to provide personnel a greater say in the management of their own lives, it is recognised that there may be circumstances where individuals wish to continue to serve with their operational unit for personal or professional reasons, but in doing so would increase their SS days and breach their 660/3 threshold thereby reducing their availability for deployment.

b. The SS Voluntary Waiver Scheme is designed to allow individuals to declare that they are prepared to breach their Harmony threshold of 660/3 and continue to serve at sea or away from their base port/unit rather than be landed to drive down their SS balance. A voluntary waiver of SS is, therefore, an individual's acceptance that they are willing to breach the 660/3 threshold in order to remain at sea or be away from base port and will have the assurance that their actual SS record accurately reflects their time served away from base port/unit. To achieve this when a voluntary waiver is submitted and approved normal SS recording must take place in accordance with the guidelines in Section 5, above, for the period of the voluntary waiver.

c. For the purposes of managing the individual the voluntary waiver request form needs to be retained by the EWO to provide an audit trail and evidence that the individual has agreed to breach 660/3.

d. All personnel involved in considering applications for voluntary waivers must be confident the applicant is a 'volunteer' and that no perception develops that agreeing to a waiver will help an individual's career whilst not agreeing to one will have a negative impact on their prospects.

[5] Harmony is defined as "The freedom to enjoy leisure at the normal place of duty or residence at place of work, which includes leave."

e. On submitting a voluntary waiver application, the following conditions must be met. Only an individual can request a voluntary waiver, which must be for a specific purpose and for a limited time. EWOs should discuss the options of managing an individual's SS when it is apparent that the 660/3 threshold will be breached, e.g. during a forthcoming deployment.

f. The waiver is voluntary, and no individual is to be placed under pressure to request a waiver.

g. The individual must formally request a voluntary waiver by submitting Annex 26F through the DEPCO, DO, unit HR, EWO and, to ensure management visibility, this should be approved by the following as a minimum, the XO/HOD (for FF/DD), CO (for MM/PP), SPLOT/SOBS (for FAA Squadrons) or Company Commander (for RM).

h. When considering whether to approve a voluntary waiver of SS, line managers should consider the following factors:

(1) Is a waiver required or can operational imperatives be met within 660/3?

(2) Quality and appropriateness of work in the 'separated' location.

(3) Effect on peer group within the unit (duty rosters and career development, etc.).

(4) Travel and subsistence implications and affordability within the unit travel budget.

(5) The local CMC perspective with respect to employment of 'pinch point' cadres.

(6) The procedure for squadded personnel requesting to work in an AFCO (see Para 2629 sub para b).

2629. Routines to be Followed for Recording Voluntary Waivers

a. The outcome of the request for a voluntary waiver is to be formally recorded on JPA, by Unit HR in accordance with JPA Business Process Guides, and a hard copy of the completed waiver request form (Annex 26F) is to be retained by the EWO or DEPCO for a period of 4 years and an e-mail sent to NAVY PEOPLE-PSP EMP POL SO1 with the name, rank, service number, waiver dates (start/stop) of the individual and estimated SS total at waiver end date. To ensure there is an adequate audit trail, a checklist and the routines to be followed when applying for and recording a voluntary waiver are at Annex 26G and Annex 26H respectively.

b. Should squad personnel request employment in an AFCO, the EWO/SMC/COXN is to liaise with the CMC who will seek approval. The EWO/SMC/COXN should not liaise directly with R&A or AFCOs to arrange JR employment. There is no requirement to request a SS waiver as SS will not accrue providing the individual has volunteered for this employment and the SS Reason field is left ‘blank’.

c. It is important that Unit HR has a reliable bring up (BU) system in place to ensure that appropriate JPA action is taken to stop the waiver on the end date noted on the Request Form for a Voluntary Waiver.

d. In normal circumstances, the 660/3 threshold will not be breached, however, it is accepted that there may be occasions when it could be necessary to deliberately breach the 660/3 limit, generally for exceptional operational and resource reasons:

(1) In times of significant war fighting.

(2) To preserve unit Operational Capability.

e. In such circumstances, when all management processes have been exhausted (i.e. consultation with CMs, rotation or risk of taking a gap) and a solution has not been found, including individuals not electing to submit a voluntary waiver, then an application to breach an individual’s SS threshold must be made by the CO (having consulted the relevant Flotilla Commander, or equivalent) to Navy People Trg Career Management Head; to be raised with DPTY DIR PEOPLE DELIVERY as required. If the application is supported, NAVY PEOPLE-PSP EMP POL SO1 is to be informed.

SECTION 7

FLEXIBLE SERVICE

2630. Introduction to Flexible Working Policy

The Royal Navy is committed to ensuring that Service Personnel have opportunities to balance work and personal responsibilities. Full details on Flexible Working which includes Flexible Service and Alternative Working Arrangements (AWA) are available in JSP 750 including eligibility and how to apply. Further advice on FW policy may be obtained from NAVY PEOPLE-PSP EMP POL SO1.

2631. Additional RN Eligibility Criteria for Flexible Service

In addition to the eligibility criteria in JSP 750 in order to apply for Flexible Service, Ratings and Other Ranks must have completed their Phase 1 and 2 Training plus the Statutory Minimum Time to Serve (MTS) or for Officers their Initial Training RoS, as detailed in Chapter 53, by the time their FS arrangement commences.

2632. Approval of Flexible Service Requests

a. NAVY PEOPLE CM Hd and NAVY PEOPLE WFPT Hd are the delegated Approval Authorities for all personnel up to and including OF4[1]. NAVY PEOPLE-DELIVERY DPTY DIR is the delegated AA for OF5/OF6.

b. The individual may appeal against the decision on their FS application. That appeal is made to the Appeal Decision Authority (ADA). The delegated ADA is NAVY PEOPLE-DELIVERY DPTY DIR for all personnel up to and including OF4[2], while NavSec is the ADA for OF5/OF6. Further guidance on how to appeal is contained in JSP 750 Chapter 2 and the JPA SSUG.

SECTION 8

CAREER INTERMISSIONS

2633. Introduction

a. The policy for Career Intermissions is detailed in JSP 760 chapter 6. These instructions give additional criteria for Royal Navy personnel and **must** be read in conjunction with these instructions.

b. A period of unpaid absence exceeding three months in length is defined as a 'Career Intermission'; 'unpaid leave' of 93 days or less may be awarded by Commanding Officers[6] provided that they can be accommodated within an individual's current assignment and without relief.

c. CIs are not a right and can only be approved where workforce margins allow and where they do not compromise operational effectiveness.

d. It is essential for personnel at junior levels to undertake a number of jobs, primarily at sea, in order to consolidate their training and develop their general skills so as to be effective members of the Royal Navy. Officers and ratings/other ranks must, except in exceptional circumstances at the discretion of the Service, have completed a minimum period of service to be considered for a CI:

(1) For officers: completed professional training

(2) For Ratings/Other ranks: completion of initial training

To avoid a reduction in the employability and deployability of personnel, individuals are normally restricted to a maximum of three CIs during their career and subject to an aggregated total length of three years.

2634. Eligibility

a. In order to be eligible for a CI, applicants must satisfy the criteria laid down in JSP 760 and in addition for the RN:

(1) Must have sufficient time left to serve on return from a CI that is equal to or greater than the length of the CI itself (but see Para b sub para (1) below).

(2) Must not have submitted their notice to leave the Service.

(3) If attendance at the Royal Navy Medical Board of Survey (RNMBOS) and Royal Navy Medical Employability Board (RNMEB) is imminent, a CI application should be deferred until after such a referral has been made.

[6] JSP 760 Para 17.001.

b. Individuals must be wholly aware of the effects that a period of absence from paid service will have on their career and should consult widely, including with their Career Manager (CM), , prior to applying, as their Terms and Conditions of Service (TCOS) will change as a result of being on a CI. Full details of the likely impact on individuals' TCOS (including pay and allowances, leave, accommodation, medical/dental care and travel) are contained in Annexes A and B to JSP 760 Chapter 6 and include the following:

(1) **Reckonable Service.** Although an unpaid CI counts towards a fixed-term commission/ engagement/career it is not reckonable for pay or pension purposes. As a result, individuals may request a delay in their exit date that enables them to complete the same period of reckonable service towards their pension entitlement that their pre-CI Terms of Service (ToS) provided, if they so wish. It should be noted, however, that there may be **exceptional** reasons why this request may not be possible and individuals should engage early with CMs to establish their individual situation.

(2) **Return of Service (ROS).** If, exceptionally, individuals are awarded a CI despite having an outstanding ROS, time spent on a CI will not count towards the ROS period. Individuals will be required to complete the outstanding ROS liability, which will be 'frozen' for the duration of a CI, on returning to paid service.

c. **Career Compression.** The loss of career development opportunities that might be caused by a CI and the suspension of seniority may set individuals behind their peers with whom they joined the Service.

d. **Career Progression.** Time spent on a CI does not count towards seniority. Promotion is therefore likely to be delayed by a period of time equivalent to the length of the CI. Individuals who are eligible to be considered for promotion, however, will continue to be considered at promotion boards held during the period of the CI. In the Officer Corps, if selected for promotion whilst on a CI, the date of promotion will become effective either from the published date of promotion or the date on which individuals return to paid service, whichever date is later. Similar action will be taken for individuals eligible for consideration for transfer to longer commissions. For Ratings' promotions, refer to Chapter 67 and Chapter 68.

e. **Redundancy.** Personnel on CIs will be eligible for selection for redundancy in the same manner as others of their rank and branch. Those selected for redundancy will have the same exit date as others, irrespective of the date they were due to return to service.

2635. Applications

All individuals who wish to apply for a CI should submit an application Annex A to Chap 6 JSP 760 to their Commanding Officer at least five months[7] before the requested start date of the CI, thereby allowing adequate time for the application to be processed and for appropriate assignment action to be taken on behalf of the individual and their relief. Assignment notice required to provide a SR relief shore to sea is five months. Exceptionally, applications submitted at a shorter notice will be considered on a case-by-case basis.

2636. Processing the Career Intermission Application

a. On receipt of a CI application, the Commanding Officer is to complete Part 3 of the application form, giving their recommendation, notification of any compassionate or other leave already taken, the date by which a relief will be required and confirmation that the application is not made for the purpose of removing the individual as a result of misconduct. The completed form should be forwarded to NCHQ by email (for attention of the Terms of Service (TOS) Manager (NAVY PEOPLE-PSP EMP TOS OR).

b. Once received in NCHQ, the TOS Manager will take ownership of the process and ensure that the application is logged and distributed as required for consideration by the Royal Navy Career Intermission Approval process Annex 26L.

2637. Royal Navy Career Intermission Approval Process

a. A decision will normally be made within 30 working days of receipt of a CI request and a letter will be sent to the applicant's CO informing them of the decision:

(1) If the application is approved, the letter will include details of the changes to individuals' TCOS that will apply as a result of the CI. Individuals will be required to confirm their acceptance of these changes in writing before commencing the CI. Following written acceptance by the applicant, the CM will assign the individual to MTM NELSON MA11 UNPAID LEAVE for the duration of the CI.

Note. *All approved CIs must be assigned to HMS NELSON in order that correct action is taken to suspend pay and allowances).*

(2) If the application is not approved, the letter will explain why it was unsuccessful. In the event that an individual wishes to complain about the rejection of their application, they should submit a Service Complaint[8] In accordance with JSP 831(Redress of Individual Grievances: Service Complaints.

[7] Assignment notice required to provide a SR relief Shore to Sea is five months. Exceptionally, applications submitted at shorter notice will be considered on a case-by-case basis.
[8] In accordance with JSP 831 (Redress of Individual Grievances: Service Complaints).

b. The award of a CI is not guaranteed. The current and future needs of the Royal Navy will always be taken into account, and applications will be approved/refused on a case-by-case basis taking into account personnel margins, operational capability and the principles detailed above.

c. Personnel who plan to work for another employer during a CI are still required to request permission IAW BR2 Chapter 84.

2638. Early Termination of a Career Intermission

In the normal course of events, a CI will terminate at the end of the agreed period, but the CM or individual may wish to end the arrangement earlier. Procedures for the premature termination of a CI are:

a. **At the Instigation of the Career Manager.** If a CM needs to terminate a CI, individuals will, where possible, be given five months' notice. Exceptionally, where overwhelming Service reasons dictate, the notice period may be reduced to meet the needs of the Service. This reflects the fact that individuals on a CI remain members of the Armed Forces and thus are liable to meet operational contingencies.

b. At the Instigation of Individual. Individuals who wish to terminate a CI may apply to do so at any time but will need to give a minimum notice period of five months to allow for administrative and assignment action. If an earlier return to paid service is requested, the CM will endeavour to accommodate the request but no guarantees can be given.

2639. Assignment following a Career Intermission

In order to allow sufficient time for normal career management procedures and principles to apply, individuals on a CI should notify their CM of their assignment preferences and, if necessary, attend a career interview at least nine months prior to returning to duty. If the CI is for a period of less than nine months, this action should take place prior to the start of the CI.

2640. Submission of Notice Option during a Career Intermission

Assuming no outstanding ROS commitment, individuals may give notice to leave the Service whilst serving on a CI. In such cases, they will be subject to the normal 12-month notice rule. The length of a CI will not necessarily be shortened because individuals give notice since the notice period can be served concurrently with time spent on a CI. depending on the needs of the Service, however, those who give notice with less than 12 months of their CI remaining could be required to return to service for part of the notice period. Conversely, if there was no requirement for an individual to return, early release may be approved if requested. Each case will be judged on its merits. Guidance on eligibility to Resettlement Training and Terminal Leave can be found in JSP 534 and JSP 760.

SECTION 9

VOLUNTEERING LEAVE

2641. General

In accordance with RN policy[9] personnel may volunteer as a private life activity conducted in their own time, at their own expense and at their own risk e.g. school Governor. Service Personnel must gain authorisation from the Chain of Command before undertaking any volunteering activity. Service Personnel wishing to request volunteering leave to support Defence-related activity during normal duty hours, require COs approval. Before granting Volunteering Leave COs should consider the nature of the activity and how it is going to benefit Defence and the individual.

2642. Allowance

JSP 760 does not set a maximum allocation for Authorised Absences. However, COs must protect against abuse of the system and mitigate the risk to public funds. As such, guidance is taken from the allocation of Special Paid Leave to MOD Civil Servants who are entitled to take up to six days per year for volunteering activities. COs can, however, authorise an individual to undertake more than six days Authorised Absence for volunteering purposes, but this must be justified by the benefit to the individual, the Royal Navy and the Defence charity/organisation.

2643. Duty Status

a. **On Duty**. When Service Personnel support charity/outreach activities as directed by Chain of Command during the normal working day, this is considered on duty e.g. assisting a local school as part of Establishment and community liaison.

b. **Off Duty.** When Service Personnel choose to support charities/outreach as a private life activity, at their own expense and risk, this is considered off duty even if it occurs during normal duty hours. For off duty activities, personnel are not covered or protected by the MOD, and are not permitted to use MOD equipment, resources or facilities, (e.g. drive any MOD vehicles).

2644. Management of Absences

Volunteering leave will be an Authorised Absence for Royal Navy personnel. Authorised Absences are not recorded in JPA in line with Tri-Service Policy[10], they are offered at COs discretion. Before proceeding on Volunteering leave personnel are to ensure their contact details in JPA are up to date.

2645. Use of Volunteering Leave

There is no limitation on how this time must be taken. Service Personnel may utilise the allowance as one-off days, cumulated, or they can conduct an hour weekly for the year. COs may authorise the use as they see fit to best achieve the support required and to limit the impact on the Unit's core outputs.

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[10] BRd 2 8403
[10] JSP 760 Chapter 3

2646. Wearing Uniform

Service personnel involved in volunteering who wish to wear uniform should seek advice from their Chain of Command and follow Royal Navy policy[11].

[11] BRd 3(1) 3819

ANNEX 26A

SEPARATED SERVICE - REPORT OF ABSENCE FROM PLACE OF DUTY

Rank/Rate	Surname and Initials	Service Number

Tel No		Place of Work	

To be completed by individual:
I will be/have been absent from my normal place of duty between the following periods:

Date and Time of Departure	Date and Time of Return	Overnight Absence?		Reason for absence (e.g. leave, Sport/AT, Course, Meeting) (For duty state location)	UPO SS Code	Leave Record
		Y	N			Y/N
		Y	N			Y/N
		Y	N			Y/N
		Y	N			Y/N
		Y	N			Y/N
		Y	N			Y/N
		Y	N			Y/N
		Y	N			Y/N
		Y	N			Y/N
		Y	N			Y/N

Remarks

This represents a true record of my absence from my normal place of duty or restrictions placed on my leisure for the period above.

Signature		Date	

UPO Use Only.

ANNEX 26B

UNITS WITH NOMINATED SENIOR ARRIVALS CLERK

40 Cdo RM
42 Cdo RM
45 Cdo RM
BRNC DARTMOUTH
Cdo Log Regt
CTCRM
HMS DRAKE
HMS EXCELLENT
HMS NELSON
HMS NEPTUNE
HMS RALEIGH
HMS SULTAN
HQ JSU Gibraltar
JSU Northwood
MWS COLLINGWOOD
RM Poole
RM Stonehouse
RNAS CULDROSE
RNAS YEOVILTON
WLSG(P)
WSO(C)
WSO(D)

ANNEX 26C

DEFINITION OF WATCHKEEPING

	DEFINITION	SEPARATED SERVICE	COMMENTS
WATCHKEEPER	An individual who works in a dedicated watch-keeping rota which involves excessive, anti-social hours but for which is compensated by additional stand-down leave periods (incorporating Annual Leave Allowance) in order to re-balance hours worked over the year.	NO	If watch-keeper is not getting W/K Leave - Separated Service accrues as for being on duty
SHIFT WORKER	An individual who works a normal day in terms of hours but possibly at an unusual time. No additional time off granted.	NO	X-Factor and additional leave arrangements compensates for this kind of working
DUTYMEN	Individuals who are required onboard for 24 hour period(s) and unable to exercise personal choice about location of leisure time, without guaranteed compensating leave.	YES	

ANNEX 26D

SEPARATED SERVICE - FREQUENT LATE WORKERS

Unit/Establishment Name: .....

From {Start Date}: .....

To {End Date}: .....

1. The above dates were a period of Frequent Late Working.

2. The following personnel Frequently Worked Late. It has not been possible to grant Time off In Lieu. Separated Service days are authorised for the personnel named.

Rank/Rate	Surname & Initial	Service Number	No of Days SS

Signed:	Name:	Rank/Rate:	Date:

UPO Use Only

3. This form is to be retained for a period of 12 months from the End Date of the period of Frequent Late Working.

Notes:

1. Frequent Late Working is a period of three consecutive days working where a minimum of four additional hours has been worked beyond normal secure each day.

2. The CO or Officer in Charge must sign this form.

ANNEX 26E

SCENARIOS WHICH WILL INVOLVE A CHANGE TO SEPARATED SERVICE

SITUATION	LSA in issue	SS accrual	CODE TO BE USED
Ship			
Ship alongside in Base Port	No	No	'Blank' - SS reason code left blank
Ship sails for equipment trial UK waters	Yes	Yes	05 - Other/Routine Tasks (Unaccompanied Posting)
Ship returns to Base Port	No	No	''Blank' - SS reason code left blank
Ship sails for shakedown/BOST	Yes	Yes	10 - Collective Training (Training for Primary Role)
Ship returns to Base Port post work up	No	No	'Blank' - SS reason code left blank
Ships sails for DCT prior to deployment	Yes	Yes	09 - Collective training (Pre-operations)
Ship returns to Base Port for leave	No	No	'Blank' - SS reason code left blank
Ship proceeds on deployment as directed by PJHQ	Yes	Yes	01 - Military Tasks (Deployed Operations)
Individual			
Onboard ship at sea conducting day running from Base Port	Yes	Yes - Providing normal night leave cannot be granted	05 - Other/Routine Tasks (Unaccompanied Posting)
Detailed to undertake Freedom of City of Derby march (2 days absence)	No	Yes	07 - Other/Routine Tasks (Routine Tasks/Primary Duties)
Returns to ship (now alongside in Hull)	Yes	Yes	05 - Other/Routine Tasks (Unaccompanied Posting)
Joins shore base on reassignment (lives ashore)	No	No	'Blank' - SS reason code left blank
Detailed for Duty onboard	No	Yes	16 - Duty personnel (Duty Staff)
Returns to employment at normal place of duty	No	No	'Blank' – SS reason code left blank
Major flood in area – gets detailed to assist civil authorities. Accommodated in TA Centre, unable to return home at night	No	Yes	04 (Military Tasks (MACC))
Return from flood relief operations to normal place of duty	No	No	'Blank' - SS reason code left blank
Detailed for November Ceremonies training	No	Yes - if out of Base Port area	06 - Other/routine tasks (Detachment)
Returns to normal place of duty	No	No	'Blank' - SS reason code left blank
Commences OPTAG training prior to OPTOUR	No	Yes - if out of Base Port area	09 - Collective Training (Pre-operations)
Returns to shore base o/c OPTAG	No	No	'Blank' - SS reason code left blank
Arrives at deployment unit conducting military ops in Iraq.	Yes	Yes	01 - Military Tasks (Deployed Operations)
Injured in theatre - MEDVAC'd to UK and is hospitalised at Selly Oak	No	Yes	08 - Other/Routine Tasks (Unestablished commitments)
Sent on sick leave at family home	No	No	'Blank' - SS reason code left blank
Joins shore base on return from sick leave	No	No	'Blank' - SS reason code left blank

Cdo Unit			
At permanent camp	No	No	‘Blank’ - SS reason code left blank
Winter Deployment to Norway	Yes	Yes	10 - Collective training (Training for Primary role)
Permanent camp	No	No	‘Blank’ - SS reason code left blank
OPTAG	No	Yes - if undertaken away from permanent camp area (e.g. NELSON if based at Taunton)	09 - Collective Training (Pre-Operations)
Deploy on OPTOUR	Yes	Yes	01 - Military Tasks (Deployed Operations)
At permanent camp o/c OPTOUR	No	No	‘Blank’ - SS reason code left blank

ANNEX 26F

REQUEST FORM FOR VOLUNTARY WAIVER OF SEPARATED SERVICE

All Sections MUST be completed

SECTION 1 (to be completed by the individual)

Name ……Rate/Rank ……Service No ……..

Unit Name……

Reason for Voluntary Waiver (VW): (Tick appropriate box)

A.

☐ To remain with parent unit for service away from base port/area, e.g. deployment (BRd 3(1) Chapter 26 Para 2630 refers).

B.

☐ Other (explain)……

Specify the start and end dates intended for the waiver:

Start Date …… End Date……

Applicant's Signature …… Date ……

SECTION 2 (to be completed by the DEPCO/Manpower Controller (MM/PP/FAA)/Troop Sgt (RM)

The following are the SS figures for this individual:

Actual SS at **start** of VW period …… Forecast SS at end of VW Period ……

Tick the box below to confirm that where applicable, the local CMC/temporary line manager during the VW period has been contacted and agreed to provide gainful employment.

☐ POC Name …….. Tel No ……..

Note. *DEPCOs are to ensure that all programmed ALA is taken during the annual cycle and not carried over to the following year.*

SECTION 3 (to be completed by the Divisional Officer/Troop Commander)

I recommend that the above named rating's/ORs request for a VW of SS be approved.

Signed ……Name…….. Rate/Rank ……..

SECTION 4 (to be completed by Unit HR)

In liaison with the DEPCO it is confirmed that the above named rating/OR has all periods of leave taken or programmed to be taken in the course of the annual cycle.

I confirm that travel and subsistence implications have been considered including whether there is a Service requirement.

Specify Service Requirement (if applicable)…….....

Signed……Name…..……..Rate/Rank……Date……

SECTION 5 (for endorsement by EWO/Manpower Controllers (MM/PP/FAA)/CSM (RM)

I confirm that I have checked the validity of this request and therefore endorse it.

Signed ……Name……..Rate/Rank……Date……

SECTION 6 (to be completed by CO/XO/Sqn CO (for MM/PP/FAA)

Having taken into account the guidance in BRd 3 Chapter 26 the above named rating's/ORs request for a voluntary waiver is (tick as applicable)

☐ APPROVED

☐ REJECTED

Signed ……Name……Rank……..Date……

SECTION 7 (ACTION FOR UNIT (to be carried out by Unit HR))

1. Record of Individual, Service Number and duration of waiver to be recorded and maintained in UPO within the Unit HR Supervisor's Log.

2. Unit HR to ensure that the VW is stopped on JPA at the end of the VW period.

3. Original to be retained by the EWO for a minimum of four years.

4. EWO to E-mail NAVY PEOPLE-PSP EMP POL MULTIUSER with: Name, Rank, Service Number and Waiver Dates (start/stop).

ANNEX 26G

CHECKLIST FOR APPROVAL OF VOLUNTARY WAIVER

1	Individual has completed Section One of Request Form in sufficient detail.
2	Individual has taken all leave or is programmed to take all leave in the course of the leave year.
3	Quality of work elsewhere has been assessed as satisfactory.
4	TDT&S implications have been considered. Is there a Service requirement and entitlement to TDT&S?
5	CMC/WOMC (for MM/PPs)/NPT(RM) for RM have been contacted to ensure individual's request is viable and/or practical.
6	Effect on other members of Ship's Company/Squadron/Cdo has been considered.
7	Completed original Request Form retained by EWO (to be retained for a minimum of four years).
8	Unit HR record of waiver maintained for future reference in UPO Supervisors Log.

ANNEX 26H

ROUTINE TO BE FOLLOWED TO APPLY FOR A VOLUNTARY WAIVER

ACTION BY	ACTION TO BE CARRIED OUT
Individual	Complete Section 1 of Request Form and forward to Divisional Officer/Troop Commander.
DEPCO/TP Sgt	Complete Section 2 of Request Form using Annex B (1-6), checklist and insert current and forecast SS balances.
DO/Tp Cdr	Complete Section 3 to confirm that the individual's request for Voluntary Waiver should be approved
Unit HR	Sign Section 4 of Request Form having confirmed that all leave has been taken or has been programmed to be taken and confirm TDT&S implications have been considered.
EWO/Manpower Controller/CSM(RM)	Sign Section 5 to endorse validity of request for Voluntary Waiver
CO/XO/Sqn CO	Approve or reject the Voluntary Waiver at section 6 and return request to Unit HR

(Continued)

ACTION BY	ACTION TO BE CARRIED OUT
	Note. *Ensure a 'Bring Up' system is in place to ensure that JPA action is taken on requests for a voluntary waiver submitted for a future date and end dates are not missed.*
Unit HR	For period approved JPA action as follows: **Reason A** To remain with parent unit for sea service away from base port/area, e.g. deployment Arrivals Clerk Armed Forces, Arrivals Tracking: - Change effective date to start of waiver - Select person - Select radio button and Action - Select radio button "Record Separated Service Waiver" and Start - Select Separated Service "Involuntary/Voluntary" and Next - Review and Submit Arrivals Clerk Armed Forces, Arrivals Tracking: - Change Effective date to start of waiver - Select person - Select radio button and Action - Select radio button "Maintain Separated Service Reason" and Start - Insert appropriate "Separated Service Reason" code and Next - Review and Submit
	Reason B Other (e.g. Harmony time away from parent unit) Arrivals Clerk Armed Forces, Arrivals Tracking: - Change effective date to start of waiver - Select person - Select radio button and Action - Select radio button "Record Separated Service Waiver" and Start - Select Separated Service "Involuntary/ Voluntary" and Next - Review and Submit Arrivals Clerk Armed Forces, Arrivals Tracking: - Change Effective Date to start of waiver Select person and Action - Select radio button "Change of Location" and Start - Move reason - "Temporary other Administrative" and Next - Move and Track 24 hr location - insert location - Separated Service Reason box - Leave 'blank' or insert appropriate Reason Code if SS is to accrue. - Allowance Location - complete as required - Complete all separation information required - Review and Submit.
EWO/Manpower Controller/ CSM(RM)	Retain request for four years. E-mail NAVY PEOPLE-PSP EMP POL MULTIUSER with: Name, Rank, Service No and Waiver dates (Start and stop).

ANNEX 26I

AWARD AND RECORDING OF RELOCATION LEAVE, AUTHORISED ABSENCE (AA) AND INDIVIDUAL LEAVE ALLOWANCE (ILA) BETWEEN ASSIGNMENTS

1. Aim

The policy for Relocation Leave is detailed in JSP 760. The aim of this Annex is to clarify the RN process of authorising, and subsequent recording, of Relocation Leave (RL), Authorised Absence (AA) and Individual Leave Allowance (ILA) between assignments.

2. Introduction

It is the individual's responsibility to ensure that all periods of absence, including those between assignments, are recorded on JPA. The tri-service policy on the allocation of RL is at Reference A and this Annex is issued to clarify the Royal Navy policy for the award and recording of RL and any additional AA and ILA taken between assignments. This policy came into effect on 1 Apr 2012.

3. Policy

RL is a period of authorised absence granted to Service personnel assigned between locations on non-operational normal tours of duty[1] necessitating a change of accommodation, to facilitate the settling in/relocation process for themselves and for their dependants. It is in addition to, and not a substitute for, Annual Leave. All additional periods of absence taken between assignments, i.e. AA and ILA, are to be recorded on JPA.

4. Qualifying Move

Normal moves are those resulting from an assignment order normally necessitating a change of SFA, SLA, substitute equivalents, Residence at Work Address or Selected Place of Residence.

5. Allocation

a. Career Managers (CM) are to authorise RL in accordance with JSP 760 after consultation with discharging and receiving units, taking into account personal circumstances and the type of move .

b. In the context of RL eligibility, RN policy guidance is that a 'normal tour of duty' is defined as a permanent assignment iaw JSP 752 and therefore temporary assignments (any period of duty away from the permanent duty unit, of less than 183 days) do not qualify for RL. This does not preclude Commanding Officers from exercising their judgement to award Stand-down, iaw JSP 760, prior to, and on return from, temporary assignment, if the situation warrants it; say for an overseas detachment/temporary assignment period.

[1] A 'normal tour of duty' is defined as a permanent assignment in accordance with JSP 752 Art 01.0205. Temporary Assignments (any period of duty away from the permanent duty unit, of less than 183 days) do not qualify as a 'normal tour of duty' and therefore are ineligible for RL.

6. Recording

a. Any RL or AA granted by the CM is to be annotated on the Permanent Assignment Order (AO), e.g. Relocation Leave five days, Authorised Absence one day. Any additional periods of absence between assignments will be taken automatically from the Individual Leave Allowance in the following order of priority:

(1) Post Operational Leave.

(2) Seagoer's Leave.

(3) Annual leave Allowance.

b. Once the AO has been issued, Unit HR Admin staff will credit the requisite RL or AA on JPA (in accordance with JSP 760 and the JPA Business Process Guide). As the Service Person approaches their assignment date they are to apply for RL/AA/ILA on JPA through JPA Self Service (create a separate absence request using the Absence Type 'Relocation', 'Authorised Absence' or 'Individual Leave Allowance'). This process will enable RL/AA/ILA to be captured on JPA.

7. Clarification

All periods of absence are to be recorded on JPA and full details on RL, AA and ILA can be found in JSP 760. Further clarification in the application of RL can be sought from individual CMs. Policy enquiries should be directed to NAVY PEOPLE-PSP EMP POL SO1.

ANNEX 26J

SPARE

ANNEX 26K

APPLICATION FOR CAREER INTERMISSION

Use JSP 760 Chapter 6 Application Form to apply for Career Intermissions.

ANNEX 26L

CAREER INTERMISSION APPROVALS PROCESS

1. Process

In order to ensure that all Career Intermissions (CI) requests are handled consistently and efficiently within NCHQ, the following process is to be followed.

a. All applications for a CI are to be forwarded to the NCHQ Terms of Service (TOS) Manager (NAVY PEOPLE-PSP EMP POL MULTIUSER).

b. CI applications will be logged and forwarded to NAVY PEOPLE-WFPT STRAT SO1, BM and CM for comment and recommendation. If required they will be forwarded to NAVY PEOPLE-CH HD.

c. Applications will be forwarded to NAVY PEOPLE-PSP EMP POL SO1 for general comment and where requests are made to undertake any employment during the CI.

d. Applications will be forwarded to NAVY LEGAL-EMPLOYMENT LAW SO1 for employment law scrutiny.

e. Applications will be submitted to NAVY PEOPLE-POL STRAT HD for approval (either out of committee or as part of the Naval Service Flexible Employment Board (NSFEB)).

f. The TOS Manager will inform the individual's CO of the decision (normally within 30 days of receipt of application) and include revised TACOS, where applicable. Should the application fail, full details of the decision will be given.

2. Acceptance

If the application is approved, the individual will be required to confirm acceptance of the revised TACOS before commencing the CI.

3. Assignment

Following written acceptance by the applicant, the CM will assign to MTM NELSON MA11 UNPAID LEAVE for the duration of the CI who are to take the necessary administrative action for pay and allowances.

ANNEX 26 M

MANAGEMENT OF LEAVE BALANCES FOR PERSONNEL IN 3WC UNITS

1. Joining 3WC. Upon joining a 3WC unit, the total outstanding leave balance, inclusive ALA, SGL, and all leave carried over, is reduced, confirmed, and retained as a record by the Ship's Office and base port UPO.

a. The pro-rata reduction is based on the point in the leave year that the individual joins the 3WC unit, with the ALA from the joining date to the end of the year from the 3WC pro-rata leave calculator deducted from the total outstanding leave balance.

b. Any reduction of total outstanding leave which results in a negative balance will, instead, be reduced to zero.

c. Personnel may join 3WC units with leave carried over in excess of 15 days, with written authorisation from the CO of the unit they are departing and a plan to achieve their leave which accounts, as far as possible, for the impact of assignment to a 3WC unit.

2. Once the above process is complete, the new joiners' balance is zeroed for the duration of their assignment to the 3WC unit. Leave is then managed via the watchkeeping cycle detailed in this section.

3. Departing 3WC. When an individual departs the 3WC unit, except where they are directly joining another 3WC unit, the Ship's Office are to calculate an individual's leave entitlement prior to joining their new unit and update JPA accordingly.

a. The restored leave entitlement on departure from the 3WC system comprises the total outstanding leave balance recorded on joining, plus a pro-rata addition to the end of the present leave year, in accordance with the 3WC pro-rata leave calculator below, plus any additional compensatory leave credited as per sub-paragraphs c, d and e.

b. The date of departure, and thus the date used to calculate the individual's restored leave entitlement, should be on completion of a full watch rotation cycle. The individual should, therefore, depart the unit following their final period of WRL. This final period of WRL is not to be deducted from their restored leave entitlement.

c. Where, for any reason, an individual is required to depart a 3WC unit without the provision for their final period of WRL, they are to be credited with a number of additional leave days equivalent to the lost days of the WRL period (not including weekend days) by the Ship's Office during the restoration of their leave entitlement.

d. Where Respite, over the 7-day annual allowance, has been authorised for the management of training or other service activities and compensatory time-off has not been granted within the 3WC system to rebalance the individual's protected harmony, in order to achieve their 90-day annual allowance, an off-ship request form must be submitted, and the lost harmony days (not including weekend days) credited to the individual's leave balance on departure. A record of this should be kept by the Ship's Office and UPO alongside the total outstanding leave balance on joining.

e. Where an individual is the subject of a temporary assignment to a non-3WC unit, from a loan, trawl, or similar, and compensatory time-off has not been granted to rebalance the individual's protected harmony, in order to achieve their 90-day annual allowance on return to the 3WC unit:

(1) An off-ship request form must be submitted, and the individual credited with a number of additional days ALA on departure from the 3WC system, for the period of the loan to the non-3WC unit.

(2) The addition is to be the difference in the number of days ALA, calculated using the pro-rata from the start of the year column in Table XX, between the start and end dates of the temporary loan.

(3) In the event that the loan destination is a seagoing unit, 1 additional day of SGL shall also be awarded for each calendar month spent in the non-3WC unit (rounding down).

(4) A record of this should be kept by the Ship's Office and UPO alongside the total outstanding leave balance on joining.

4. Direct Assignment to Another 3WC Unit. Where an individual is assigned directly to another 3WC unit, without a period of ALA/SGL between the assignments, the unit they are departing is to ensure that the record of total outstanding leave balance is passed to the individual for submission to the receiving unit's Ship's Office, to be retained by them as a record until the individual's departure from the 3WC system.

5. Employment in 3WC Units outside of the 3WC Crew Rotation System. All personnel employed in 3WC units outside of the watch rotation structure, such as UTS personnel and certain Augmentees, do not follow this process. Their leave is not zeroed, and they follow the standard process for management of their leave via JPA.

Table 26M-1. 3WC Pro-Rata Leave Calculator

Date	Pro rata ALA from start of year	Pro rata ALA to end of year	Date	Pro rata ALA from start of year	Pro rata ALA to end of year	Date	Pro rata ALA from start of year	Pro rata ALA to end of year	Date	Pro rata ALA from start of year	Pro rata ALA to end of year	Date	Pro rata ALA from start of year	Pro rata ALA to end of year	Date	Pro rata ALA from start of year	Pro rata ALA to end of year	Date	Pro rata ALA from start of year	Pro rata ALA to end of year	Date	Pro rata ALA from start of year	Pro rata ALA to end of year	Date	Pro rata ALA from start of year	Pro rata ALA to end of year	Date	Pro rata ALA from start of year	Pro rata ALA to end of year	Date	Pro rata ALA from start of year	Pro rata ALA to end of year	Date	Pro rata ALA from start of year	Pro rata ALA to end of year
01-Apr	0	38	01-May	3	35	01-Jun	6	32	01-Jul	9	29	01-Aug	13	25	01-Sep	16	22	01-Oct	19	19	01-Nov	22	16	01-Dec	25	13	01-Jan	29	9	01-Feb	32	6	01-Mar	35	3
02-Apr	0	38	02-May	3	35	02-Jun	6	32	02-Jul	10	28	02-Aug	13	25	02-Sep	16	22	02-Oct	19	19	02-Nov	22	16	02-Dec	26	12	02-Jan	29	9	02-Feb	32	6	02-Mar	35	3
03-Apr	0	38	03-May	3	35	03-Jun	7	31	03-Jul	10	28	03-Aug	13	25	03-Sep	16	22	03-Oct	19	19	03-Nov	22	16	03-Dec	26	12	03-Jan	29	9	03-Feb	32	6	03-Mar	35	3
04-Apr	0	38	04-May	3	35	04-Jun	7	31	04-Jul	10	28	04-Aug	13	25	04-Sep	16	22	04-Oct	19	19	04-Nov	23	15	04-Dec	26	12	04-Jan	29	9	04-Feb	32	6	04-Mar	35	3
05-Apr	0	38	05-May	4	34	05-Jun	7	31	05-Jul	10	28	05-Aug	13	25	05-Sep	16	22	05-Oct	19	19	05-Nov	23	15	05-Dec	26	12	05-Jan	29	9	05-Feb	32	6	05-Mar	35	3
06-Apr	1	37	06-May	4	34	06-Jun	7	31	06-Jul	10	28	06-Aug	13	25	06-Sep	16	22	06-Oct	20	18	06-Nov	23	15	06-Dec	26	12	06-Jan	29	9	06-Feb	32	6	06-Mar	35	3
07-Apr	1	37	07-May	4	34	07-Jun	7	31	07-Jul	10	28	07-Aug	13	25	07-Sep	17	21	07-Oct	20	18	07-Nov	23	15	07-Dec	26	12	07-Jan	29	9	07-Feb	32	6	07-Mar	35	3
08-Apr	1	37	08-May	4	34	08-Jun	7	31	08-Jul	10	28	08-Aug	13	25	08-Sep	17	21	08-Oct	20	18	08-Nov	23	15	08-Dec	26	12	08-Jan	29	9	08-Feb	33	5	08-Mar	36	2
09-Apr	1	37	09-May	4	34	09-Jun	7	31	09-Jul	10	28	09-Aug	14	24	09-Sep	17	21	09-Oct	20	18	09-Nov	23	15	09-Dec	26	12	09-Jan	29	9	09-Feb	33	5	09-Mar	36	2
10-Apr	1	37	10-May	4	34	10-Jun	7	31	10-Jul	10	28	10-Aug	14	24	10-Sep	17	21	10-Oct	20	18	10-Nov	23	15	10-Dec	26	12	10-Jan	30	8	10-Feb	33	5	10-Mar	36	2
11-Apr	1	37	11-May	4	34	11-Jun	7	31	11-Jul	11	27	11-Aug	14	24	11-Sep	17	21	11-Oct	20	18	11-Nov	23	15	11-Dec	26	12	11-Jan	30	8	11-Feb	33	5	11-Mar	36	2
12-Apr	1	37	12-May	4	34	12-Jun	7	31	12-Jul	11	27	12-Aug	14	24	12-Sep	17	21	12-Oct	20	18	12-Nov	23	15	12-Dec	27	11	12-Jan	30	8	12-Feb	33	5	12-Mar	36	2
13-Apr	1	37	13-May	4	34	13-Jun	8	30	13-Jul	11	27	13-Aug	14	24	13-Sep	17	21	13-Oct	20	18	13-Nov	24	14	13-Dec	27	11	13-Jan	30	8	13-Feb	33	5	13-Mar	36	2
14-Apr	1	37	14-May	4	34	14-Jun	8	30	14-Jul	11	27	14-Aug	14	24	14-Sep	17	21	14-Oct	20	18	14-Nov	24	14	14-Dec	27	11	14-Jan	30	8	14-Feb	33	5	14-Mar	36	2
15-Apr	1	37	15-May	5	33	15-Jun	8	30	15-Jul	11	27	15-Aug	14	24	15-Sep	17	21	15-Oct	21	17	15-Nov	24	14	15-Dec	27	11	15-Jan	30	8	15-Feb	33	5	15-Mar	36	2
16-Apr	2	36	16-May	5	33	16-Jun	8	30	16-Jul	11	27	16-Aug	14	24	16-Sep	17	21	16-Oct	21	17	16-Nov	24	14	16-Dec	27	11	16-Jan	30	8	16-Feb	33	5	16-Mar	36	2
17-Apr	2	36	17-May	5	33	17-Jun	8	30	17-Jul	11	27	17-Aug	14	24	17-Sep	18	20	17-Oct	21	17	17-Nov	24	14	17-Dec	27	11	17-Jan	30	8	17-Feb	34	4	17-Mar	36	2
18-Apr	2	36	18-May	5	33	18-Jun	8	30	18-Jul	11	27	18-Aug	14	24	18-Sep	18	20	18-Oct	21	17	18-Nov	24	14	18-Dec	27	11	18-Jan	30	8	18-Feb	34	4	18-Mar	37	1
19-Apr	2	36	19-May	5	33	19-Jun	8	30	19-Jul	11	27	19-Aug	15	23	19-Sep	18	20	19-Oct	21	17	19-Nov	24	14	19-Dec	27	11	19-Jan	31	7	19-Feb	34	4	19-Mar	37	1
20-Apr	2	36	20-May	5	33	20-Jun	8	30	20-Jul	11	27	20-Aug	15	23	20-Sep	18	20	20-Oct	21	17	20-Nov	24	14	20-Dec	27	11	20-Jan	31	7	20-Feb	34	4	20-Mar	37	1
21-Apr	2	36	21-May	5	33	21-Jun	8	30	21-Jul	12	26	21-Aug	15	23	21-Sep	18	20	21-Oct	21	17	21-Nov	24	14	21-Dec	27	11	21-Jan	31	7	21-Feb	34	4	21-Mar	37	1
22-Apr	2	36	22-May	5	33	22-Jun	9	29	22-Jul	12	26	22-Aug	15	23	22-Sep	18	20	22-Oct	21	17	22-Nov	24	14	22-Dec	28	10	22-Jan	31	7	22-Feb	34	4	22-Mar	37	1
23-Apr	2	36	23-May	5	33	23-Jun	9	29	23-Jul	12	26	23-Aug	15	23	23-Sep	18	20	23-Oct	21	17	23-Nov	25	13	23-Dec	28	10	23-Jan	31	7	23-Feb	34	4	23-Mar	37	1
24-Apr	2	36	24-May	6	32	24-Jun	9	29	24-Jul	12	26	24-Aug	15	23	24-Sep	18	20	24-Oct	21	17	24-Nov	25	13	24-Dec	28	10	24-Jan	31	7	24-Feb	34	4	24-Mar	37	1
25-Apr	2	36	25-May	6	32	25-Jun	9	29	25-Jul	12	26	25-Aug	15	23	25-Sep	18	20	25-Oct	22	16	25-Nov	25	13	25-Dec	28	10	25-Jan	31	7	25-Feb	34	4	25-Mar	37	1
26-Apr	3	35	26-May	6	32	26-Jun	9	29	26-Jul	12	26	26-Aug	15	23	26-Sep	19	19	26-Oct	22	16	26-Nov	25	13	26-Dec	28	10	26-Jan	31	7	26-Feb	34	4	26-Mar	37	1
27-Apr	3	35	27-May	6	32	27-Jun	9	29	27-Jul	12	26	27-Aug	15	23	27-Sep	19	19	27-Oct	22	16	27-Nov	25	13	27-Dec	28	10	27-Jan	31	7	27-Feb	35	3	27-Mar	37	1
28-Apr	3	35	28-May	6	32	28-Jun	9	29	28-Jul	12	26	28-Aug	16	22	28-Sep	19	19	28-Oct	22	16	28-Nov	25	13	28-Dec	28	10	28-Jan	31	7	28-Feb	35	3	28-Mar	38	0
29-Apr	3	35	29-May	6	32	29-Jun	9	29	29-Jul	12	26	29-Aug	16	22	29-Sep	19	19	29-Oct	22	16	29-Nov	25	13	29-Dec	28	10	29-Jan	32	6	29-Feb	35	3	29-Mar	38	0
30-Apr	3	35	30-May	6	32	30-Jun	9	29	30-Jul	12	26	30-Aug	16	22	30-Sep	19	19	30-Oct	22	16	30-Nov	25	13	30-Dec	28	10	30-Jan	32	6				30-Mar	38	0
			31-May	6	32				31-Jul	13	25	31-Aug	16	22				31-Oct	22	16				31-Dec	29	9	31-Jan	32	6				31-Mar	38	0