Continuous Service Guidance – Multiple Contracts

Where an employee has a permanent contract of employment and then gives up a number of hours on their substantive post to take up the equivalent number of hours on a permanent basis in a different post with the Council, the continuous service start date will be the same for both contracts. This will be applied for the purposes of annual leave entitlement, sick pay entitlement and in the event of redundancy.

For example, an employee has one permanent full time contract (37 hours per week) which is then split into two separate permanent part time contracts; one for 24 hours per week and one for 13 hours per week. As the total number of hours still equals 37 hours per week, the continuous service start date will be the same for both contracts.

In all other circumstances for employees with multiple contracts of employment with the Council, the continuous service start date for each contract will be the date on which that contract started. This may mean that an employee has a different entitlement to annual leave and sick pay for different contracts of employment which they hold with the Council.