



Heddlu Police

DYFED-POWYS

Annual Leave for Police Officers Procedure

Summary:	<i>To ensure that police officers get the right proportion of annual leave and statutory holidays to which they are entitled.</i>
Related policies:	<i>Annual Leave for Police Officer policy.</i>
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Welsh translation?	<i>No</i>
Suitable for publication?	<i>Yes FOI Information</i>



Freedom of Information Act 2000

Section 19 of the Freedom of Information Act 2000 places a requirement upon the Force to publish procedures, where suitable to do so. Policies are why we do things and procedures are how we do them. A case-by-case review of procedures must be undertaken to protect law enforcement and health and safety considerations. Where a combined policy and procedure document is being produced, the Force is legally required to publish the policy section and assess the procedure part to ensure no sensitive information is published. Generally, the default position shall be that a policy and accompanying procedure document will be produced separately.

There is a requirement therefore to review this document to establish its suitability for publication. Please identify below whether the document is suitable for publication in its entirety or not. Where it is believed that disclosure will be harmful, please articulate the harm that publication would cause and highlight the relevant sections within the document. Where it is perceived that there is harm in disclosure, the document should be forwarded to the Disclosure Unit for review.

Suitability for publication

Suitability for publication	Yes/No	Date	Signature
Document is suitable for publication in its entirety	Yes	September 2025	D Davies
Document is suitable for publication in part. I have identified those sections which I believe are not suitable for disclosure and have articulated below the harm which would be caused by publication.			

Outline of harm in publication, if applicable:

FOI review – to be completed by Disclosure Unit

(Only required if author believes there is any harm in disclosure)

Suitability for publication	Yes/No	Date	FOI Decision Maker
Document is suitable for publication in its entirety			
Document is suitable for disclosure in part and relevant redactions have been applied.			



Suitability for publication	Yes/No	Date	FOI Decision Maker
A public facing version has been created.			

Once review has been undertaken, the FOI Disclosure Officer will return document to author and following sign-off, the document should be published within the Force Publication Scheme. Any future changes to the document should be brought to the attention of the Disclosure Unit, as appropriate.

Full Version Control

Version	Date	Author	Rationale
1.1	06.06.2025	Senior Manager Succession Planning & Reward.	Transfer of procedure from policy to procedure template. Update leave entitlements and clarify carry over of leave entitlements between leave years
1.2	25.09.2025	Senior Manager Succession Planning & Reward.	Adjustments made to align both Police Staff and Officers Annual leave policies where Regs permits



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This procedure should be read in conjunction with the Annual Leave for Police Officers Policy document.

1.0 Annual Leave Entitlement

- 1.1 The leave year for police officers commences on 1st April and concludes on the 31st March the following year.
- 1.2 The Annual Leave entitlement for the Federated ranks from 1st April 2025 will be as follows:

Entitlement based on length of service of officer	Annual leave provision (excluding bank holidays)	Leave entitlement in hours
Less than 6 years' service	25	200
6 or more years' service	26	208
7 or more years' service	27	216
8 or more years' service	28	224
9 or more years' service	29	232
10 or more years' service	30	240

* For all existing officers, to reduce the time it takes you to reach the maximum annual leave entitlement of 30 days from 20 to 10 years' service, **transition will be phased in over three years, commencing from April 1st, 2025**, and concluding with all officers having transitioned to the entitlements above by 1st April 2028. Please refer to Appendix C for transition details.

- 1.3 All Officers with less than 2 years' service on 1st April 2025, will receive 3 extra annual leave days, bringing their new entitlement to 25 days per year.
- 1.4 The Transition plan – Appendix C.
- 1.4 Annual Leave for part time officers will be calculated on a pro rata basis (part days are rounded up to the nearest half day).

For example – an officer with 5 years' service works 32 hours per week: 25 days divided by 40, multiplied by 32 = 21.6 days rounded up to 22 days or 176 hours
- 1.5 The Annual Leave entitlement is based on “days” of 8-hour duration. If a variable shift pattern is in place where shifts of less or more than 8 hours duration are worked, annual leave must be calculated in “hours”.
- 1.6 **Apportionment of Leave for a Part Year**



If during a leave year an officer completes the relevant service to be entitled to additional leave an increased leave allowance will be calculated for each complete month of service.

For example – officer reaches 6 years service on 15th July, the leave entitlement will be recalculated as follows :-

April to July – 4 months (at 25 days entitlement) = 8.3 days

August to March – 8 months (at 26 days entitlement) = 17.3 days

Total – 25.6 days or 204.8 hours

Note: where apportionment of leave for a part year has not been applied for a previous year the entitlement will not be backdated.

2.0 Application & Approval Process

- 2.1 Annual leave must be scheduled 12 months in advance for planning purposes. Annual leave applications for the following leave year must be submitted by a deadline to be specified by the force Resource Management Unit (RMU). (see description of process and timescales for Territorial Policing at Appendix A). This will allow for the incorporation of authorised leave onto duty rosters for the new leave year in advance of their publication, as per Police Regulation 22, Determination Annex E.
- 2.2 Annual leave may be applied for as single days, periods of more than one day or as half days.
- 2.3 Not more than 3 days of annual leave shall be taken as half days, and if a half days leave is taken the officer will do duty on that day for 4 hours and will not be entitled to an interval for refreshment. If a variable shift pattern is in place where shifts of less or more than 8 hours duration are worked, the number of hours that equate to a 'half day' will be amended accordingly.
- 2.4 When considering leave requests supervisors must consider the impact of an abstraction for leave on the overall level of staff resources available to provide an effective service.
- 2.5 To protect the ability of the force to maintain effective service delivery supervisors must take account of all other abstractions and the predicted operational demands when considering leave requests. This will inevitably result in the proportion of leave requests approved being lower during periods of high demand such as Royal Welsh Show week.



- 2.6 An officer wishing to change a period of authorised leave or apply for annual leave after the deadline specified by Resource Management Unit (RMU), will have the leave considered subject to exigencies of duty and upon authorisation of the officer's supervisors.
- 2.7 To effectively manage staffing levels and the abstraction from usual deployment caused by annual leave, the maximum number of staff granted leave at any time should not exceed 20% of deployable staff at a shift, station or section level. Professional judgment will need to be applied to this criteria in smaller teams and sections. For example, for teams of two, three or four officers only one of those should be on leave at any one time (rather than 20%).
- 2.8 The above criteria must apply as planned annual leave absence tends to have other abstractions added to it (e.g. courses, training, sickness, other short-term absences).

3.0 Extended Period of Annual Leave

- 3.1 The maximum period of annual leave to be authorised for an officer in a single block within the leave year will be a total of 16 days, this is inclusive of annual leave days, rest days, non-working days and bank holidays.
- 3.2 Should an officer wish to apply for an extended period of leave, over and above 16 days, the officer must submit a written application. This extension of leave must be authorised by a Chief Inspector or Senior Police Staff Manager.

4.0 Recording of Annual Leave

- 4.1 Supervisors will be responsible for maintaining a record of all officer's annual leave on form A210.

5.0 Carrying Forward of Annual Leave (and bringing forward of annual leave) (also see Section 9)

- 5.1 We expect and encourage officers to take all annual leave in the year in which it has accrued.
- 5.2 Officers may request to carry over up to 5 days (40hours) annual leave, (pro rata for part time officers), to be taken in the following leave year. This is subject to the approval of the Chief Superintendent or Head of Department.
- 5.3 In accordance with Regulation 33, Annex O of Police Regulations 2003, a Chief Officer may grant the officer more than 5 days of annual leave to be carried forward to the



next leave year if they are satisfied that there are exceptional circumstances and that it is in the interest of efficiency to do so.

- 5.4 This additional carry over can be authorised, up to the statutory entitlement of **20 days** (pro rata for part time officers) (a day is 8 hours as detailed in paragraph 1.5). Carry over in excess of 5 days must be authorised by the Director of People & Organisation Development.

Any untaken leave will otherwise be lost.

- 5.5 In exceptional circumstances, the Chief Officer can allow a member to bring forward to the last month of a leave year no more than 5 days leave from the following leave year.

Officers can only make this request if all annual leave entitlement for the current leave year has been exhausted.

Line Managers are responsible for maintaining records of the reduction in annual leave for the following leave year entitlement.

Annual leave requests made by Officers attempting to exhaust the current leave year's entitlement will take priority over Officers attempting to bring forward annual leave.

6.0 Transferred Service & Internal Transfer

- 6.1 An officer who transfers directly from the service of another force to Dyfed Powys Police may count their previous service towards their annual leave entitlement.
- 6.2 An officer transferring to Dyfed Powys Police will be entitled to 1/12 of their annual leave entitlement for each completed month of service during that annual leave year.
- 6.3 Untaken annual leave entitlement from the service of another force may not be carried forward to Dyfed Powys Police.
- 6.4 Where an officer transfers internally e.g. promotion, change of station/position wherever practicable their existing leave allocation will be honoured. However, in exceptional cases where exigencies of duty apply the force has the right to require the initial leave allocation to be changed.

7.0 Recall to duty from a period of Annual Leave

- 7.1 Where an officer has been recalled to duty from a period of authorised annual leave, the officer shall be compensated in accordance with Police Regulations 2003.



Specifically, if recalled to duty for 1 or 2 days, an additional 2 days annual leave, (or if the officer chooses, 1 day's annual leave and 1 day's pay at double time) in lieu of each day they were recalled.

7.2 If an officer is required to work on a rest day or free day within a period of annual leave, that day shall be compensated in the same manner as if it were a day of annual leave or a day taken off in lieu of overtime. For the purposes of this new agreement a period of annual leave is to be defined as a period of absence from duty of 5 or more days where at least one of those days is a day of annual leave and the other days are rostered rest days, days taken in lieu of overtime, public holidays, free days (or days taken off in lieu thereof). Forces should make every effort to avoid recalling officers to work during their rest days and free days, particularly those that fall within a period of annual leave.

7.3 Recall to duty from rest days, free days, particularly those that fall within a period of annual leave should only be considered as a last resort.

8.0 Annual Leave and Maternity Entitlement

8.1 Officers will continue to accrue annual leave and Public Holiday entitlement whilst on maternity leave.

8.2 Where a period of maternity leave overlaps two annual leave years, the officer may wish to carry over leave to take on their return from maternity leave. If this is the case a request to carry over leave must be submitted to the Chief Superintendent or Head of Department in advance for consideration.

It should be noted carry-over of leave in these circumstances will normally be limited to 5 days (paragraph 4.0 refers).

9.0 Sickness/Suspension and Annual leave [also referred to in the Attendance Management Policy]

9.1 Officers will continue to accrue annual leave whilst off sick or suspended.

9.2 If an officer is absent from work due to sickness or injury before the start of a period of scheduled annual leave, the force may agree to the postponement of the annual leave to another mutually agreed time in that leave year on submission of a request to the line manager.

9.3 If while on annual leave an officer becomes ill or suffers an injury that results in them being unfit to attend work, they may on submission of a 'statement of fitness' to the line manager request the period of annual leave, covered by the statement of fitness



be returned. As only the period of leave covered by the statement of fitness will be considered for return officers are advised that if away from home on holiday evidence of illness or injury must be sought at the time and not on return from holiday. This is because doctors should not provide back dated statements of fitness.

- 9.4 Any leave returned to the officer must be taken within the current leave year where practicable.
- 9.5 Where sickness absence or suspension has prevented leave being taken and/or the period of sickness overlaps leave years carry over of additional leave can be authorised, up to the statutory entitlement of **20 days** (pro rata for part time officers) (a day is 8 hours as detailed in paragraph 1.5). Carry over in excess of 5 days must be authorised by the Director of People & Organisation Development.

In practise if an officer has been off sick or suspended for all or the majority of the leave year they will have accrued more than 20 days (maximum entitlement 30 days) and will lose some of the accrued entitlement when moving across from one leave year to the next.

- 9.6 The carry over of up to 20 days between leave years, (where sickness absence or suspension has prevented leave being taken), will be limited to current leave year plus the previous leave year only (2 years).

In practice if an officer has been off sick for more than 2 leave years they will lose all the entitlement from the earliest leave year.

For example if an officer with 15 years service was off sick from 1st April 2019 (19/20 leave year) to 31st March 2022 (21/22 leave year) the 30 days accrued from the 19/20 year will be lost.

- 9.7 There isn't the same entitlement to accrual of Public Holidays in the case of long-term sickness or suspension as is the case with annual leave. Public holiday entitlement relates to having time off and providing compensation if an officer is required to work on a public holiday.
- 9.8 Sickness absence on a public holiday does not give the entitlement for a reallocated public holiday.

10.0 Annual Leave and Termination of Service

- 10.1 Officers leaving Dyfed-Powys Police are entitled to 1/12 of their annual leave entitlement for each completed month of service.



For example, a police officer with 6 years' service resigns on the 1st August (4 completed months into the annual leave year). They are entitled to 26 days annual leave for the year, divided by 12 months – 2.16 days per month, for 4 months this equates to an entitlement of 8.66 days or 69hrs 18mins.

- 10.2 If on the date of leaving an officer has taken more than their entitlement to annual leave the value of the leave will be deducted from their final salary.
- 10.3 Where officers are absent due to sickness or suspension at the date of leaving they will be entitled to be paid for accrued entitlement for untaken annual leave. The limitations details in paragraphs 9.5 and 9.6 will apply if the absence spans over leave years.

11.0 Additional Time Off for Reservists undertaking Military Training

- 11.1 Provided the exigencies of duty permit, and other officers are not unduly inconvenienced, annual leave periods and/or rest days may be adjusted to enable officers concerned to meet their volunteer training commitments including attending annual camps.
- 11.2 Based on advice contained within Home Office Circular 24/1951, special leave with pay can be granted to an officer to enable them to attend annual camps for specific training, details of which are contained within the Leave for Personal & Family reasons plus other special leave policy.

12.0 Definition of a Public Holiday

- 12.1 Regulation 3(1) of the Police Regulations 2003 defines the meaning of a 'public holiday' as Christmas Day, the 26th December (if it falls on a Saturday or a Sunday), the 1st January (if it falls on a Saturday or a Sunday), Good Friday or a bank holiday.
- 12.2 With effect from the 22 November 2012 Annex E of Regulation 22 allows for Constables and Sergeants to propose substituting a day which is not a public holiday (as defined in Regulation 3(1), for any day which is a public holiday, with the exception of Christmas Day.
- 12.3 The number of days in any year that can be substituted will depend on how many public holidays, as defined in paragraph 11.1, that there are in a year.



13.0 Application to Propose Substituting a Public Holiday

13.1 Constables and Sergeants who wish to propose a substitution must do so not less than two months before the leave year in which the public holiday is to be substituted i.e. no later than the 31st January for the following leave year commencing on the 1st April.

13.2 Notice of a proposed substitution must be made by the completion and submission of the application included at Appendix A to the officer's supervisor.

13.3 If the application is submitted by the 31st January the decision on the proposed substitution will be given by the 1st March.

13.4 There should be a presumption when considering an application that it will be approved unless there is an exigency of duty.

13.5 If an application is declined on grounds of exigency of duty the officer may propose a different date if they wish to do so.

14.0 Transfer between Forces

14.1 In the event of a proposed substitution of public holidays being approved and the officer later transferring to another police force, the substitution will continue to have effect in the new force, subject to exigencies of duty.



Timescales

1st week October each year	Resource management unit (RMU) to distribute staff annual leave application forms to all BCU police officer supervisors for distribution to officers.
1 st – 2 nd week November each year	Supervisors to collate, ensure compliance of application with procedure (especially in respect of abstraction rates) and submit completed application to Inspectors responsible for station section, shift, department.
3 rd - 4 th week November each year	Inspectors to review annual leave applications, agree submissions and forward to the RMU for ratification.
1 st – 3 rd week December each year	RMU staff to collate & ratify applications, ensuring annual leave procedure is adhered to, publish authorised annual leave listings on appropriate duty rota's



Application for Substitution of a Public Holiday

Annex E of Regulation 22 allows for Constables and Sergeants to propose substitution a day which is not a public holiday (as defined in Regulation 3 (1) for any day which is a public holiday, with the exception of Christmas Day.

Regulation 3(1) of the Police Regulations 2003 defines the meaning of a 'public holiday' as Christmas Day, the 26th December (if it falls on a Saturday or a Sunday), the 1st January (if it falls on a Saturday or a Sunday), Good Friday or a bank holiday.

Name:	Pay Reference No:
Division/Department:	Rank/Post:

I wish to change the following public holiday (s) for the leave year:

Public Holiday to be substituted. <small>cannot include Christmas Day</small>	Elected Day (please provide the date)	Decision of Supervisor (Approved/Declined)

I understand that I will only be able to claim the extra payment specified in Police Regulations and Local Conditions of Service for my newly elected days.

Signed:	Date:
Line Manager agreed/declined:	Date:
Shift roster updated:	

A copy of this election should be retained by the individual concerned, and a copy provided to the HR Admin team for inclusion in the individual's personal file.



Appendix C

Transition plan for federated ranks.

Year 1 (April 2025)			Year 2 (Year 2026)		Year 3 (April 2027)		After transition period	
Length of service during 1 April 2025 to 31 March 2026	Current annual leave entitlement up to 31 Mar 25	Transition annual leave entitlement during 1 April 2025 to 31 March 2026	Length of service during 1 April 2026 to 31 Mar 2027	Transition annual leave entitlement during 1 April 2026 to 31 March 2027	Length of service during 1 April 2027 to 31 Mar 2028	Transition annual leave entitlement during 1 April 2027 to 31 March 2028	1 April 2028 onwards	Length of service when officer achieves max entitlement
Less than 1 year	22	25 (+3)	1 or more year	25 (+0)	2 or more years	25(+0)	Officers progress in line with the new entitlement (refer to table 1)	10 years
1 or more years	22	25 (+3)	2 or more years	25(+0)	3 or more years	25(+0)		10 years
2 or more years	25	25 (+0)	3 or more years	25(+0)	4 or more years	25(+0)		10 years
3 or more years	25	25 (+0)	4 or more years	25(+0)	5 or more years	25(+0)		10 years
4 or more years	25	25 (+0)	5 or more years	25(+0)	6 or more years	26 (+1)		10 years
5 or more years	25	25 (+0)	6 or more years	26 (+1)	7 or more years	27 (+1)		10 years
6 or more years	25	26 (+1)	7 or more years	27 (+1)	8 or more years	28 (+1)		10 years
7 or more years	25	26 (+1)	8 or more years	28 (+2)	9 or more years	29 (+1)		10 years
8 or more years	25	26 (+1)	9 or more years	28 (+2)	10 or more years	30 (+2)	At maximum annual leave entitlement	10 years
9 or more years	25	26 (+1)	10 or more years	28 (+2)	11 or more years	30 (+2)		11 years
10 or more years	27	28 (+1)	11 or more years	29 (+1)	12 or more years	30 (+1)		12 years
11 or more years	27	28 (+1)	12 or more years	29 (+1)	13 or more years	30 (+1)		13 years
12 or more years	27	28 (+1)	13 or more years	29 (+1)	14 or more years	30 (+1)		14 years
13 or more years	27	28 (+1)	14 or more years	29 (+1)	15 or more years	30 (+1)		15 years
14 or more years	27	28 (+1)	15 or more years	29 (+1)	16 or more years	30 (+1)		16 years
15 or more years	28	29 (+1)	16 or more years	30(+1)				16 years
16 or more years	28	29 (+1)	17 or more years	30 (+1)				17 years
17 or more years	28	29 (+1)	18 or more years	30 (+1)				18 years



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18 or more years	28	29 (+1)	19 or more years	30 (+1)				19 years
19 or more years	28	29 (+1)	20 or more years	30 (+1)				20 years
20 or more years	30							20 years

Example 1: An officer with 6 or more years' service on 7 Apr 2025, has a current entitlement of 25 days. On 7 Apr 2025, they receive 26 days annual leave (refer to year 1 above), on 7 Apr 2026 when they have 7 years of service, they receive 27 days annual leave (refer to year 2 above), & on 7 Apr 2027 when they have 8 years' service, they receive 28 days annual leave (refer to year 3 above). At this point they are in line with the new entitlement & continue to progress until they reach maximum entitlement.

Example 2: An officer with 18 or more years' service on 31 Oct 2025, has a current entitlement of 28 days. On 31 Oct 2025, when they have 19 years' service, they receive 29 days leave (refer to year 1 above), on 31 Oct 2026 when they have 20 years' service, they receive 30 days leave (refer to year 2). They are now at maximum entitlement.



Transition plan for Direct Entry Inspectors

Year 1 (April 2025)			Year 2 (Year 2026)		Year 3 (April 2027)		After transition period	
Length of service during 1 April 2025 to 31 March 2026	Current annual leave entitlement to 31 Mar 2025	Transition annual leave entitlement during 1 April 2025 to 31 March 2026	Length of service during 1 April 2026 to 31 Mar 2027	Transition annual leave entitlement during 1 April 2026 to 31 March 2027	Length of service during 1 April 2027 to 31 Mar 2028	Transition annual leave entitlement during 1 April 2027 to 31 March 2028	1 April 2028 onwards	Length of service when achieves maximum entitlement
Less than 1 year	25	25 (+0)	1 or more year	25 (+0)	2 or more years	26(+1)	Officers progress in line with the new entitlement (refer to table 2)	6 years
1 or more years	25	25 (+0)	2 or more years	26(+0)	3 or more years	27(+1)		6 years
2 or more years	25	26 (+1)	3 or more years	27(+1)	4 or more years	28(+1)		6 years
3 or more years	25	26 (+1)	4 or more years	28(+2)	5 or more years	29(+1)		6 years
4 or more years	25	26 (+1)	5 or more years	28(+2)	6 or more years	30 (+2)		6 years
5 or more years	25	26 (+1)	6 or more years	28 (+2)	7 or more years	30 (+2)		7 years
6 or more years	27	28 (+1)	7 or more years	29 (+1)	8 or more years	30 (+1)		8 years
7 or more years	27	28 (+1)	8 or more years	29 (+1)	9 or more years	30 (+1)	9 years	
8 or more years	27	28 (+1)	9 or more years	29 (+1)	10 or more years	30 (+1)	At maximum annual leave entitlement	10 years
9 or more years	27	28 (+1)	10 or more years	29 (+1)	11 or more years	30 (+1)		11 years
10 or more years	27	28 (+1)	11 or more years	29 (+1)	12 or more years	30 (+1)		12 years
11 or more years	28	29 (+1)	12 or more years	30 (+1)				12 years
12 or more years	28	29 (+1)	13 or more years	30 (+1)				13 years
13 or more years	28	29 (+1)	14 or more years	30 (+1)				14 years
14 or more years	28	29 (+1)	15 or more years	30 (+1)				15 years
15 or more years	28	29 (+1)	16 or more years	30 (+1)				16 years
16 or more years	30							16 years



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Example 1: A DEI with 10 or more years' service on 4 Jul 2025, has a current entitlement of 27 days. On 4 Jul 2025, they receive 28 days annual leave (refer to year 1 above), on 4 Jul 2026 when they have 11 years of service, they receive 29 days annual leave (refer to year 2 above), & on 4 Jul 2027 when they have 12 years' service, they receive 30 days annual leave (refer to year 3 above). They are now on the maximum entitlement.

Example 2: A DEI officer with 3 or more years' service on 19 Nov 2025, has a current entitlement of 25 days. On 19 Nov 2025, they receive 26 days annual leave (refer to year 1 above), on 19 Nov 2026 when they have 4 years' service, they receive 28 days annual leave (refer to year 2 above), & on 19 Nov 2027, when they have 5 years' service, they receive 29 days annual leave. At this point they are in line with the new entitlement & continue to progress until they reach maximum entitlement.