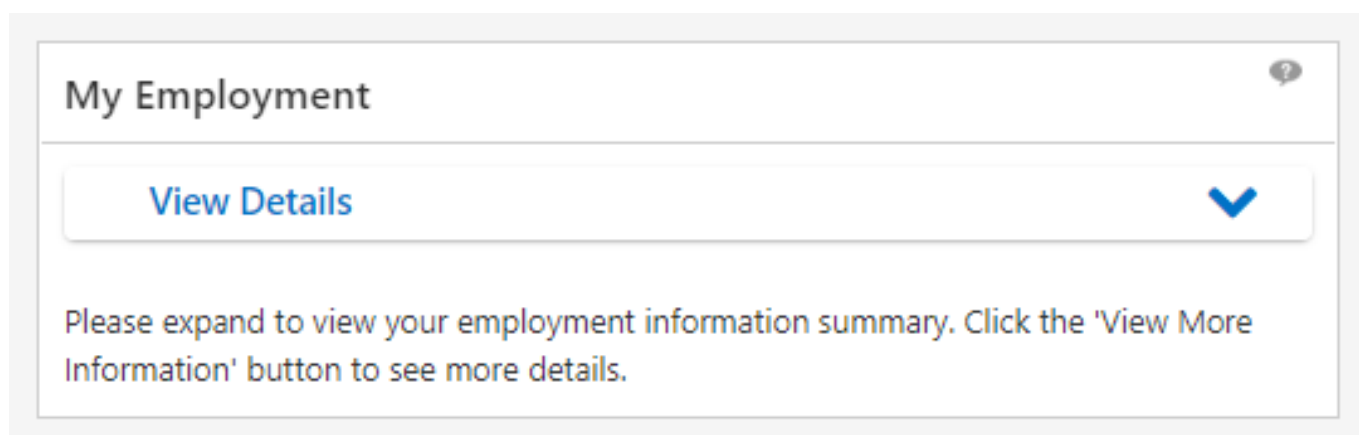


How to view your Continuous Service Dates via ESR Employee Self Service

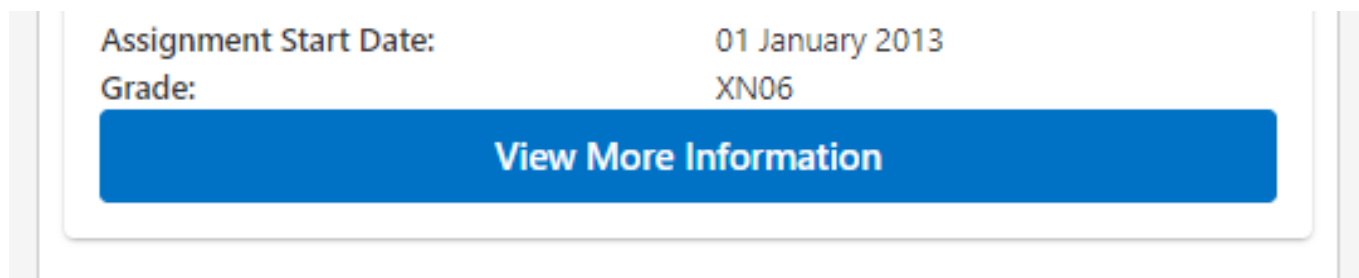
Last updated – 18 June 2025

Step by step guide

1. Log into ESR Employee Self Service
2. On the Portal Landing page, click on 'View Details' in the 'My Employment' Portlet:



3. Click on 'View More Information' to fully expand the Portlet:



4. Continuous Service Date information will be shown at the bottom of the expanded section:

My Employment

Assignment:

Service in Current Employment:

10.93 Year(s)

Organisation:

891 910481 People Operations

Job:

Administrative and Clerical|Officer

Supervisor:

Assignment Start Date:

01 January 2013

Grade:

XN06

Working Frequency & Metric:

22.5 Hours per week

Pay Step/Increment:

Pay Step/Increment Date:

Aggregate Service Years:

8

Aggregate Service Days:

362

CSD 1 Week:

05 April 2004

CSD 3 Months:

05 April 2004

CSD 12 Months:

05 April 2004

NHS Entry Date:

05 April 2004

Understanding your Continuous Service Dates

CSD 1 Week

This is the date that you have continuous service with the NHS from, with either no break or a break of less than a week. A week is measured Sunday to Saturday; there should be a break of 1 full week from Sunday to Saturday for the break to be considered a break in service. This date is used to calculate redundancy entitlement. CSD dates are automatically reset if someone is made redundant.

CSD 3 Months

This is the date that you have reckonable service with the NHS from, not taking in account any breaks of 3 months or less. This date is used to calculate contractual maternity/paternity/adoption leave entitlement.

CSD 12 Months

This is the date that you have reckonable service with the NHS from, not taking into account any breaks of 12 months or less. This date is used to calculate sickness absence entitlement.

NHS Entry Date

This is the first date that you joined the NHS, regardless of any breaks in service.

Definitions of 'Continuous Service' and 'Aggregate Service'

Continuous service - this means full-time or part-time employment with the present or any previous NHS Employer. If with more than one NHS employer, there must not have been a break of more than a week (measured Sunday to Saturday) between employments.

Aggregate Service - your CSD dates are used to determine your Aggregate Service. This is an accumulation of all of your periods of service from your NHS Entry Date up until the date of commencement with your CSU.

Your total annual leave entitlement is based on the sum of your Aggregate Service plus your service in your current employment.