

Annual Leave Purchase Scheme (ALPS)

Employee Guidance

The Annual Leave Purchase Scheme (ALPS) allows eligible employees to request additional planned leave by purchasing extra hours. This guidance outlines the scheme, the application workflow, and how to submit and record leave if approved.

Important: Before applying, please have an initial discussion with your Line Manager to ensure your plans align with team requirements as this facilitates a smoother approval process.

Also read the Annual Leave Purchase Scheme Policy and FAQs, paying close attention to published deadlines [here](#).

Application Process Overview:

Step 1: Discuss with your Line Manager

Meet with your Line Manager to discuss your intention to apply for ALPS.

Step 2: Submit Your Application

Log into MyView and complete the Annual Leave Purchase Application Form (see “How to Apply” section below).

Step 3: Manager Review

Your Line Manager will review your application, considering team requirements and eligibility criteria.

Step 4: Decision Notification

You manager will approve or reject your application in MyView by 31st October.

⚠ Do not make any formal arrangements until final approval is confirmed. If your application is rejected, your Line Manager is expected to contact you to explain the reasons.

Step 5: Conditional Approval

If approved, your application will be reviewed by Payroll to ensure salary deductions won't reduce your earnings below the **National Minimum Wage**.

- If the minimum wage requirement is not met, your manager may discuss alternative options (e.g., reducing the number of hours requested).
- If you wish to proceed with a revised request, submit a **new application** via MyView.

Step 6: Final Approval and Processing

Once the minimum wage checked has passed, your application is fully approved. The Payroll & Reward Team inform the MyView Team so your leave balance can be updated accordingly.

Step 7: Leave Added to MyView

You'll receive an email confirming that your additional leave has been added to your MyView Account.

How-To Guides

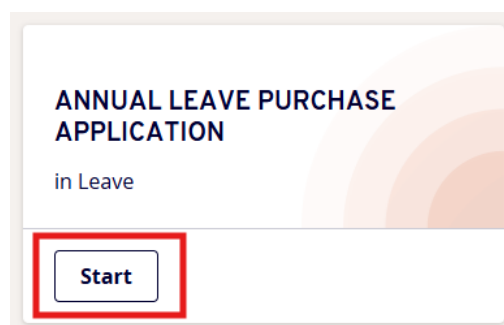
- [How to apply for Annual Leave Purchase Scheme](#)
- [How to check status of application](#)
- [How to book the Annual Leave you have purchased](#)
- [Additional Information](#)

How to apply for Annual Leave Purchase Scheme

- Log into MyView, click **My Forms**.



- Click **Start** on the **Annual Leave Purchase Application** box.



- Complete the form with the following details:

Employee Number (6-digit number on your ID card).

Post Title – Select the post you wish to request additional leave for. **If you have multiple posts and you wish to apply for more than one post you are required to submit a separate form for each one.**

Contracted Hours – Weekly contracted hours for the post.

Number of hours to purchase (up to 2 weeks)

Specify when the leave will be taken.

- If you need to add additional periods of leave, select the sequence number you require below.

For any further dates you wish to take off you can click on the sequence number you require below.

The sequence number will add the amount of additional date periods.

1	2	3	4	5	6	7	8	9	N/A
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- Click submit once all fields have been updated.

Submit ✓

How to check status of application

- Click on Form History

Pay Documents

My Forms

Power BI



Employee Benefits



Form History

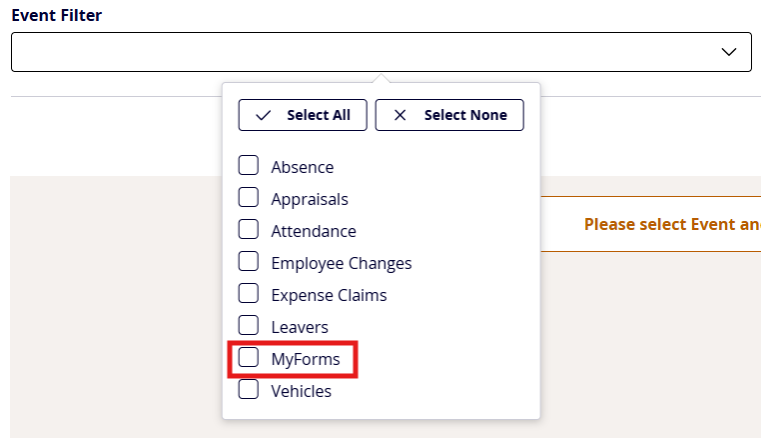
Personal Details



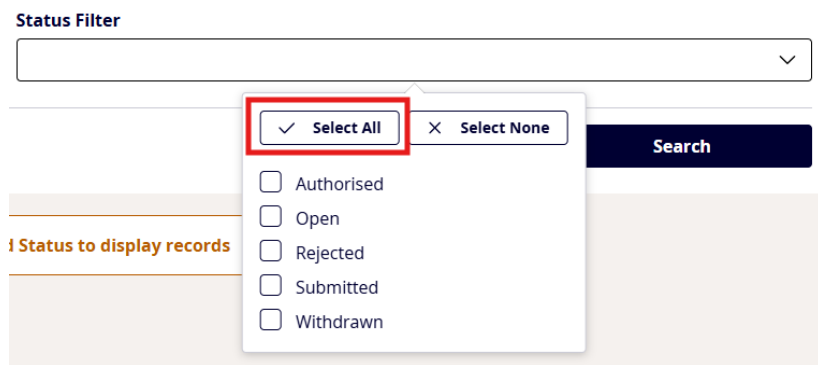
Training Request

Delegated Responsibilities

- In Event Filter box select MyForms or Select All



- In Status Filter box click Select All



- Click Search
- Click on the down arrow on the Annual Leave Purchase Application

Results per page: 20 ▾ Showing 4 results

Description	Event	Status	Raised Date ▾	
ANNUAL LEAVE PURCHASE APPLICATION	MyForms	Submitted	2 Aug 2025	▾

- You will now see Authorisation progress with 4 stages. Click on the last highlighted circle below.

ANNUAL LEAVE PURCHASE APPLICATION MyForms Submitted 2 Aug 2025

MyForms

Employee: Stuart Campbell
Form Number: 0000023380
Submitted By: Stuart Campbell
Submitted On: 2 Aug 2025

Title: ANNUAL LEAVE PURCHASE APPLICATION

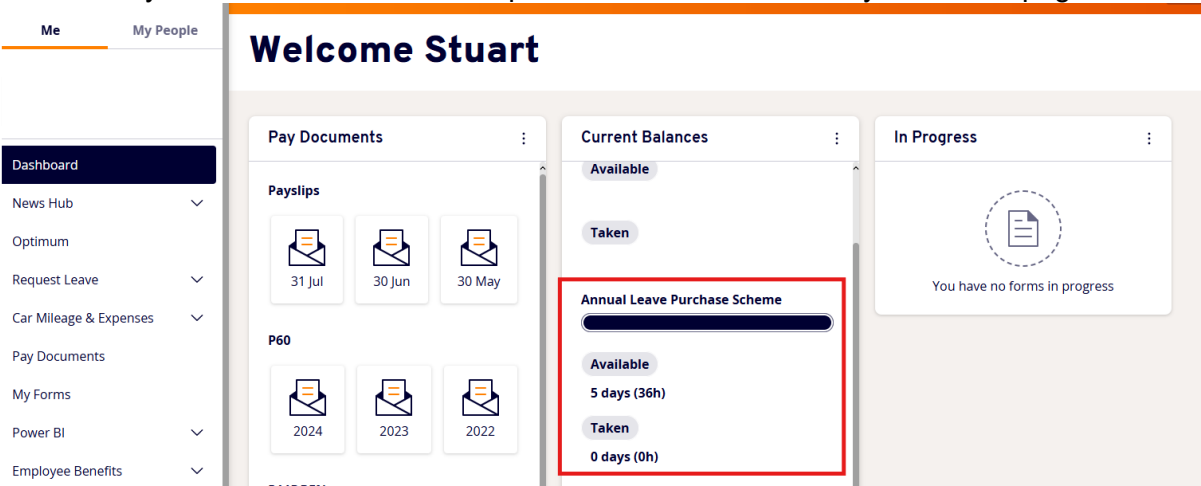
Authorisation Progress

① — ② — ③ — ④

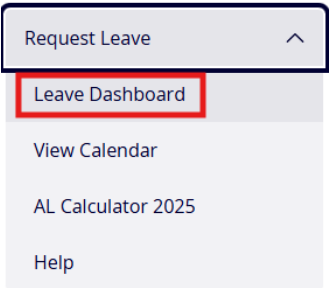
- A pop-up window will appear and let you know where the form is sitting.

How to book the Annual Leave you have purchased

You can view your available annual leave purchase balance on the MyView homepage.



- Select **Request Leave** on the left-hand menu and **Leave Dashboard**

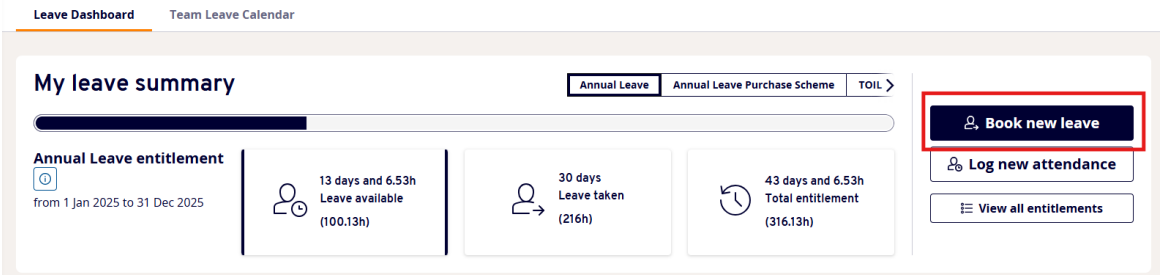


- Select **Book New Leave**

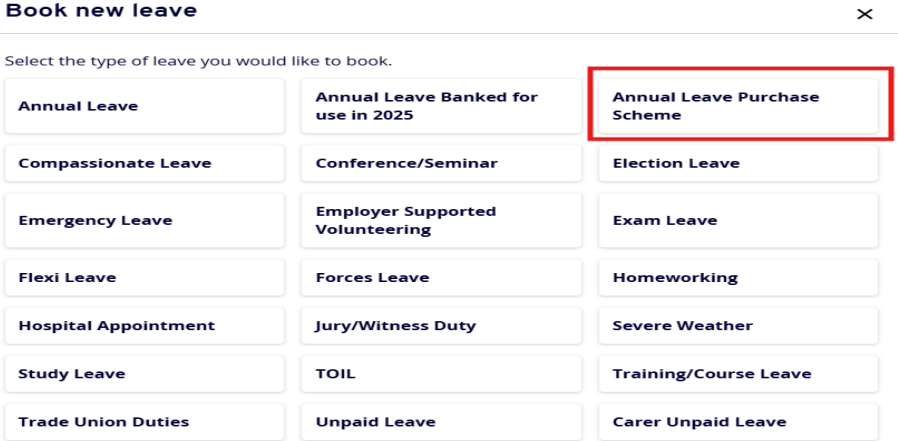
Leave Dashboard



Requesting Leave - To request leave click the Book New Leave option within My Leave Summary and to record TOIL Accrued select Log New Attendance.
Editing Leave - You can edit or delete any leave booked by going into My Recent Requests or View All Requests and selecting View.
Leave Calendar - You can view your own and your teams leave calendar from the Team Leave Calendar option above My Leave Summary.
Please ignore Public Holiday icon on Team Leave Calendar as these days are recorded as Annual Leave.



- In the leave selection window, choose **Annual Leave Purchase Scheme**



- You will now be asked for the leave details. Before submitting enter:

- From Date
 - To Date
- (If booking a half day click Part day)

Book new leave - Annual Leave Purchase Scheme

×

Type Annual Leave Purchase Scheme

Comments

Dates

Full Day

Part Day

From *

☒
☐

To *

☒
☐

hours

mins

hrs decimal

Total Time

0.00

Confirm planned work time

Submit

- Select **Confirmed planned work time**
- Verify daily hours. If incorrect please email MyView@pkc.gov.uk
- Click **Save, then Submit**

From

06/01/2025

Enter All Weeks

☒

To

10/01/2025

Recurring Pattern

☐

Repeat Weeks

--Select--

	SUN	MON	TUE	WED	THU	FRI	SAT	
Week Ending	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hour
11/01/2025	0:00	7:12	7:12	7:12	7:12	7:12	0:00	36

Cancel

Save

Comments

Dates

Full Day

Part Day

From *

06/01/2025

☒
☐

To *

10/01/2025

☒
☐

hours

mins

hrs decimal

Total Time

36

0

36.00

Confirm planned work time

Submit

- You'll receive a confirmation message on the screen, and the request will be sent to your manager for authorisation.


Additional Information

- Deductions are taken from your salary in **12 equal instalments** from **January to December**.
- You can apply for up to **twice your contracted hours** (e.g., 36 hours = max 72 hours).
- If you hold multiple posts, you can apply separately for each post.
- Applications are authorised by your **Manager, Payroll & Reward**, and the **MyView Team**.
- You'll be notified once your application is fully authorised and your leave balance updated.

Need Help?


For queries about MyView access or leave entitlement:

 **Email:** MyView@pkc.gov.uk

 **Phone:** 01738 475555 (Option 5)

For queries on ALPS salary deductions/national minimum wage check:

 **Email:** payrollandreward@pkc.gov.uk

 **Phone:** 01738 475555 (Option 3)