

Annual Leave Purchase Scheme (ALPS)

Line Manager Guidance

As a Line Manager, you are responsible for reviewing ALPS applications fairly, consistently and objectively. Your assessment should consider the role's key objectives and the impact of additional leave on service delivery.

Please note, additional leave must not result in any backfill costs. It should not be covered by overtime or additional hours worked by others.

Before making a decision, please ensure you have read the Annual Leave Purchase Scheme Policy and FAQs, paying close attention to published deadlines [here](#).

Application Process Overview:

Step 1: Initial Discussion

Meet with your team member to discuss their intention to apply for ALPS.

Step 2: Advise on Application Submission


Advise your team member to log into MyView and complete the Annual Leave Purchase Application Form. If they need help, direct them to the guidance on the [ALPS Employee Benefit Page](#).

Step 3: Review Application

You will receive an automated email when an application is ready for review in MyView. Log in and assess the request, considering team needs and eligibility criteria.

Step 4: Action

Approve or reject the application in MyView by 31st October. Guidance included below.

 If rejecting the application, you are expected to contact your team member to explain your decision.

Step 5: Conditional Approval

Although you have approved the application, this must be reviewed by the Payroll and Reward Team to ensure the ALPS salary deduction does not reduce earnings below the **National Minimum Wage**.

- If the minimum wage requirement is not met, the Payroll & Reward Team may discuss alternative options with your team member (e.g. reducing the number of hours requested).

Step 6: Final Approval and Processing

Once the minimum wage checked has passed, the application is fully approved. The Payroll & Reward Team notify the MyView Team to allow the additional leave to be updated accordingly.

Step 7: Confirmation

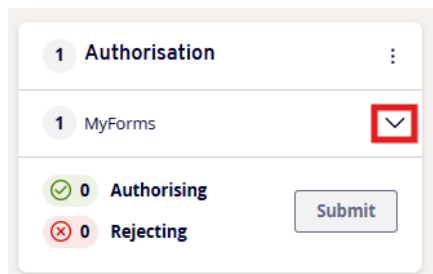
Your team member will receive an email confirming that their additional leave has been added to their MyView Account.

Contents (links):

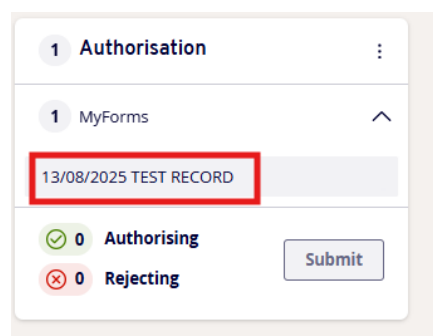
- [How to view, authorise and reject an Annual Leave Purchase Application](#)
- [How to view an authorised Annual Leave Purchase Application](#)
- [Additional Information](#)

How to view, authorise and reject an Annual Leave Purchase Application

- Log into MyView
- Within the Authorisation Widget open My Forms by clicking down arrow. If you do not see the Authorisation widget you can authorise form through My People, Authorise / My Forms and click on the description of Application.



- Click name of employee that has submitted the application



- This will now open the submitted application the employee completed

- If you do not see the Authorisation widget you can authorise form through My People, Authorise / My Forms and click on description of Application.

Not Selected

Team Selector

Authorise Leave / My Forms

My Team's Leave Balance

MyPKC Staff Portal

MyTeam Leavers

My Team's Contact Details

Query Tool

Guidance

Authorisation

Managers - Authorise Leave Management and sickness Self Certificates below.

DO NOT AUTHORISE CAR MILEAGE/TRAVEL EXPENSES HERE. Car Mileage/Travel Expense switched off during payroll processing. This will be noted each month in the News/Annou

1
✓ Pending Authorisations

Event Type

MyForms

Results per page: 20

Description	Event
ANNUAL LEAVE PURCHASE APPLICATION	MyForms

- You should check all the information is correct before authorising
- If there is an error, you can go click on the Edit button below

1. Employee Details

Employee Number *

100000 6 Digits

Please make sure the current post is selected. If you have more than one post and are requesting to purchase for more than one of your posts please complete separate form for each post.

Post Title *

TEST MyView Post (000008768)

Any questions relating to contract hrs or time taken should be recorded in decimal format.
eg 18hrs 30mins, show as 18.5 - please refer to the Minutes to Decimal - Ready Reckoner [here](#).

4. Declaration

Payroll and Reward Team Only

Authorise ✓ Reject × Edit

- Amend form and save. Be sure to have a conversation with your team member prior to updating the form.
- If you are happy with the application click Authorise.

Authorise ✓ Reject × Edit

- If you need to reject the application, you will have an Authorisation / Rejection Notes box

Authorisation / Rejection Notes

Authorise ✓

Reject ✕

Edit

- Please use this box for notes on the rejection. This will be included in email back to your team member.

How to view an authorised Annual Leave Purchase Application

If you are needing to view an application that has been authorised in the past you can view it from Manager Form History.

- My People
- Team Selector
- Select Employee

Me

My People

Not Selected

Team Selector

Authorise Leave / My Forms

My Team's Leave Balance

MyPKC Staff Portal

MyTeam Leavers

My Team's Contact Details

Query Tool

Guidance

Team Selector

Onboarding View

Standard Team Selector View

Search by team member name

Enter Name...

Filters

Direct Reports

Clear search

Filter by surname

All

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

MINIMISE

Direct Reports for Stuart Campbell

Select All

Deselect All

Showing 1 results (0 vacant) / 0 Selected

TEST RECORD

TEST MyView Post (0000008768)

HRSystems@pkc.gov.uk

Select

- Manager Form History

My Team Checks

My Team Documents

Manager Form History

Guidance

- Enter Event Filter and Status Filter. ALPS applications are MyForms.

Event Filter

MyForms

Status Filter

Authorised

Open

Rejected

Submitted

Withdrawn

Clear search

Search

- Click on description of form to view the application

Description	Event	Status	Raised Date
ANNUAL LEAVE PURCHASE APPLICATION	MyForms	Rejected	13 Aug 2025


Additional Information

- Deductions are taken from salary in **12 equal instalments** from **January to December**.
- Staff may apply for up to **twice their contracted hours** (e.g. 36 hours = max 72 hours).
- If a member of staff has multiple posts, they can apply separately for each post.
- Applications are not fully authorised until the National Minimum Wage check is complete.

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)