

## ***Annual Leave Purchase Scheme - Frequently Asked Questions***

### **Background**

#### ***Q1. What is the Annual Leave Purchase Scheme and how does it differ from Unpaid Leave?***

The Annual Leave Purchase Scheme allows you to buy additional hours of leave to increase your existing annual leave entitlement. Deductions for additional leave purchased will be taken from your salary in 12 equal instalments from January to December.

### **Application Process**

#### ***Q2. How do I apply?***

Before applying to purchase additional annual leave, you should have a discussion with your Line Manager. You can apply by completing the Annual Leave Purchase Scheme Application Form on MyView. This form can be accessed via Questionnaires/Forms and submitted to your Line Manager for approval.

#### ***Q3. When applying do I need to record the dates I wish to be off under the ALPS scheme?***

Yes, as the salary deductions are based on the level of pay when the leave is taken (to account for increments and pay award increases). If there were unforeseen circumstances and the ALPS dates had to change the Payroll & Reward Team should be notified immediately to ensure there are no implications on pay. **The leave would still need to be taken before the end of the leave year.**

#### ***Q4. How much annual leave can I apply to purchase?***

You can apply for twice your contracted hours, e.g., if contracted hours are 36 hours, you can apply for a maximum of 72 hours.

#### ***Q5. When can I apply?***

Applications should be submitted on MyView to your Line Manager no later than 10 October for leave in the following year. This will allow time for your Line Manager to consider the operational impact on service delivery, taking into account workload projections and any other applications from the team.

#### ***Q6. I work term-time - can I apply?***

No, Craft employees, Teachers and Single Status Employees who work in a school or early years setting and whose holidays are aligned with the school year are not included in the Scheme. There are [other types of leave](#) available which may accommodate your requirements.

#### ***Q7. Do I need to give a reason for requesting to purchase annual leave?***

There is no requirement to state the reason for purchasing annual leave on the application form, however, prior to applying, you should discuss when you would like to take additional annual leave and the purpose with your Line Manager.

#### ***Q8. I have two posts - can I apply to purchase leave in each post?***

Yes. You can apply for twice your contracted hours (also referred to as average weekly hours) in each post.

Example	Contracted Hours	Maximum Additional Hours
Main Post	12 hours	24 hours
Second Post	8 hours	16 hours
Total	20 hours	40 hours

If you have more than one post and are looking to purchase additional leave for more than one post, you are required to submit a MyView application form for each post separately.

***Q9. My working pattern is over a 6-week period and varies from week to week. How will this affect my entitlement?***

The maximum amount of additional leave that you can apply to buy in any leave year is twice your contracted hours (also referred to as average weekly hours).

Example

Week	Weekly Hours	Contracted Hours (Average Weekly Hours)	Maximum Additional Hours
1	20	126 hours divided by 6 weeks = 21 hours	21 hours x 2 = 42 hours
2	24		
3	20		
4	24		
5	18		
6	20		

***Q10. Can a Line Manager refuse a request for additional annual leave?***

Yes. There is no contractual right to purchase additional annual leave, and you should not make any commitments in advance of approval.

Even if the Line Manager approves the application, you should not make any commitments until the application has been finally approved by the Payroll & Reward Team following the necessary Living Wage checks.

***Q11. Can I appeal the decision of my Line Manager?***

No. There is no right of appeal.

***Q12. Is there any option to submit a late application?***

In exceptional circumstances, late applications may be considered at the discretion of your Strategic Lead. If approved, salary deductions will be calculated based on the number of available months remaining in the calendar year. It should be noted that after the scheme window closes the MyView Form will not be visible therefore you will need to contact the Payroll and Reward Team if you are trying to submit a late application.

***Q13. My fixed term contract is due to end in June - can I purchase additional leave?***

Yes, the amount of additional annual leave you can purchase will be pro-rated based on the number of months remaining in your current contract. If approved by your Line Manager, your salary deductions would be based on the number of months remaining in your current contract.

Example – Employee contract to 30 June on a 36 hours' contract

Contract	Maximum allowed in full year	Pro-rated amount (e.g., 6 months)	Repayment
36 hours	2 x 36 hours = 72 hours	72 hours x 6 months/12 months = 36 hours	6 equal instalments

### **Payroll Deductions**

#### **Q14. How do I work out how much it will cost to purchase additional leave?**

Payments will be calculated at the rate of pay when the leave is taken, spread evenly over a 12-month period. Example:

Hourly Rate and Scale Point (Period Jan-Mar)	Hourly Rate and Scale Point (Period Apr – Dec)	Hours Purchased	Dates to be taken	Cost	Total Cost	Monthly Repayment (x12) from Gross Pay
£23.51 SCP67	£25.01 SCP69	72	2-6 March  36 hours x £23.51  26-30 October  36 hours x £25.01	£846.36  £900.36	£1,746.72	£145.56

If you have additional contractual payments, such as shift/night allowance, first aid allowance, then those will be added to the calculation.

For further guidance, you may wish to refer to [salary scales](#) on the Council's website.

Please note on receipt of the approved application, the Payroll & Reward Team will base calculations on your hourly rate as of 1 January if the April pay award is not known, but this will be recalculated on receipt of a backdated pay award increase (where applicable).

#### **Q15. Will the amount I pay each month increase if I am promoted?**

Repayments will be recalculated if you receive a salary increase as a result of a promotion, based on the difference between your salary on 1 January and the date of your promotion. Additionally, you are advised to notify your new Line Manager, on

appointment, of all periods of annual leave purchased to ensure that these can be accommodated with no detrimental impact on service delivery.

***Q16. Will my LGPS pension contributions change as a result of purchasing additional annual leave?***

No. Pension contributions will not be affected by purchasing additional annual leave and there will be no detrimental impact on pension entitlement. However, tax and employee and employer National Insurance contributions will reduce.

**Using the additional leave**

***Q17. Do I have to take the additional leave in one block?***

No. The additional leave does not need to be taken in a single block. However, following the discussion with your Line Manager, you are required to specify the exact dates of when you are planning to use your additional leave when submitting your application on Myview. Providing accurate dates based on your working pattern is necessary to enable the application to be processed to the next stage.

***How will I book the additional leave purchased?***

If you have access to the [MyView Self-Service Portal](#), you should request additional leave using this method. Non-MyView users should follow their existing procedure to request and book leave.

***Q18. Can I carry forward any additional purchased leave to the following year?***

There is **no** option to carry forward any unused purchased additional annual leave, therefore you should use this before the end of the leave year.

***Q19. Can I cancel my additional leave once purchased?***

Other than in exceptional circumstances, e.g. resignation, you cannot cancel the agreement. You should ensure that you plan ahead and consider your choices before submitting your application.

**Starting/Leaving/Changes/Promotions**

***Q20. I have just started working for Perth & Kinross Council. Can I apply?***

Applications should be made to your Line Manager by 10 October for leave in the following year. Depending on your start date, a late application may be considered at the discretion of your Strategic Lead.

***Q21. What if I move to another job during the leave year?***

If you take up another job, you should advise your new Line Manager of the agreement before starting your post.

***Q22. What happens if I leave the Council or existing agreements are not honored if I change post?***

An adjustment to your final salary will be made, taking into account how much purchased leave you have taken and how many repayments you have already made.

Example: Employee leaves Council/post on 31 May (Note: this calculation will be subject to incremental/pay award adjustments)

Scale Point	Hourly Rate	Additional Hours Purchased	Total Cost	Monthly Repayment (x 12) from Net Pay
30	£15.35	36	£552.60	£46.05
Additional Leave Taken	Monthly Repayments Deducted	Explanation		Total Refund or (Deduction) in Final Salary
Nil	5 months @ £46.05 = £230.25	5 months has already been paid for but, as no additional leave taken, this should be refunded		£230.25
15 hours	5 months @ £46.05 = £230.25	The pro-rated equivalent of the additional annual leave has been taken so no refund or deduction is due.		Nil
30 hours	5 months @ £46.05 = £230.25	30 hours would cost £460.50 (30 x £15.35). As more leave has been taken than purchased, a deduction of the difference between £407.70 and £203.85 would be taken from the final salary.		(£230.25)

### **Impact on Other Policies**

#### **Q23. Can I bank leave and also buy leave to use in the same year?**

Yes, subject to prior approval from your Line Manager and Strategic Lead (or nominated officer) and taking into consideration the needs of the Service and any other employee applications.

#### **Q24. Can I participate in another Salary Sacrifice Scheme in addition to the Annual Leave Purchase Scheme?**

Yes, subject to your earnings not falling below the National Living Wage or age-related [National Minimum Wage](#).

**If you have any additional questions or queries regarding the Annual Leave Purchase Scheme, please contact [payrollandreward@pkc.gov.uk](mailto:payrollandreward@pkc.gov.uk)**