

ANNUAL LEAVE PURCHASE SCHEME

Introduction

The Annual Leave Purchase Scheme is a voluntary arrangement which allows employees greater choice and flexibility over how and when they take their leave entitlement through the purchase of additional leave in a salary repayment arrangement.

Scope and Eligibility

The scheme is available to all employees except for Teaching, Single Status employees who work term time and Craft employees.

The scheme is not a contractual benefit and participation will vary depending on individual circumstances, the requirements of the job and must not impact on service delivery.

Savings to the Council will result through no salary costs for the period of the additional annual leave and a reduction in Employer National Insurance contributions.

Scheme Conditions

The conditions for employees to buy leave are as follows:

- The Council's leave year runs from January to December.
- The maximum amount of additional leave that you can apply to purchase in any one leave year is twice your contracted hours (also referred to as average weekly hours).
- Applications should be made to your Line Manager by logging into MyView and accessing the Annual Leave Purchase Scheme Application Form no later than 10 October for leave in the following year. This is to allow time for your Line Manager to consider the operational impact on service delivery, taking into account workload projections and any other leave requests from the team. It will also enable savings to the Council to be reflected in the budget setting process for the next financial year.
- Your application will be considered by your Line Manager and you will be advised whether your application is being supported. Final approval will be subject to the Payroll & Reward Team carrying out National Living Wage checks. Repayments will be deducted from your salary in twelve equal monthly instalments commencing in January. This is calculated as - Hourly Rate x Number of Additional Hours you wish to purchase. Repayments are taken from your gross pay. If you have additional contractual payments, such

as shift/night allowance/first aid allowance, then those will be added to the calculation.

- In exceptional circumstances, your Strategic Lead may consider a request at another time during the leave year. If approved, salary deductions will be calculated based on the number of available months remaining in the calendar year.
- Employees on maternity/adoption/shared parental leave are eligible to participate in the scheme. You should contact the Payroll & Reward Team for further information about how your deductions will be made as this will vary depending on when you start your maternity/adoption/shared parental leave and the length of your leave period.
- Unless the additional leave purchased relates to a specific event, such as a special holiday, employees are encouraged to use their annual leave in the first instance.
- If, during the leave year you intend to take the additional leave you experience a period of long term sickness absence, or a pattern of short term sickness occurs, your participation in the scheme will be reviewed and may be withdrawn. Should this be the case, an adjustment will be made and, where appropriate, your salary deductions will be refunded.
- The Council reserves the right to refuse an application if it is decided that there would be an adverse effect on service delivery. There is no right of appeal.

Application Process

Managers have a critical role to play when considering requests, ensuring they are consistent in their approach and to use fair, objective and transparent criteria for approving and rejecting requests from their employees wishing to participate in the scheme. They should take into account the operational impact on service delivery, work projections and any other leave requests from the team.

Before completing the Annual Leave Purchase Scheme application form on MyView, you should meet with your Line Manager to discuss when you would like to take the additional annual leave. Applications should be submitted by 10 October for additional annual leave to be taken in the following year.

Your Line Manager will consider the operational effects that the additional annual leave may have on the level of service delivery, taking into account workload projections and other planned leave already authorised. The Council therefore reserves the right to refuse your application if it is decided it will adversely affect service delivery.

Adjustments to Pay

If your application to buy additional leave is successful, there will be a deduction from your salary. Unlike authorised unpaid leave, the deductions from your salary will normally be made in equal monthly instalments across the full year (January to December) and from your gross salary.

There will be no adverse impact on your pension.

If you are in a period of no pay, for example when you have exhausted your eligibility for sick pay, your monthly salary will be recalculated on your return to work to deduct the balance of payments by the end of the relevant leave year.