

## **ADDITIONAL ANNUAL LEAVE PURCHASE PROCEDURE**

### **1 INTRODUCTION**

This document provides information relating to the procedure for employees to buy additional annual leave and builds on the existing provisions already in place such as Flexible Working provisions.

### **2 OBJECTIVES OF PROCEDURE**

The University aims to support employees to achieve an appropriate work-life balance, meeting both the business interests of the University and the well-being of individual employees. It recognises that some employees may wish to take more than their standard contractual annual leave entitlement. This may be for a variety of reasons including taking an extended holiday or to assist with child care cover during school holidays, etc.

The scheme is open to all UWS staff.

Full time staff can request to buy **up to ten days** additional leave per annual leave year. For staff who are part time, the number of additional days is calculated on a pro rata basis. Requests for more than 10 days leave (pro rata for part time staff) may be considered in exceptional circumstances.

### **3 PROCEDURE**

Staff should discuss their request in principle with their Line Manager before completing the appropriate form for approval.

Applications can only be made once a year but there are two options in terms of when an application can be made. The closing dates for applications are:

- **31<sup>st</sup> August**
- or
- **28<sup>th</sup> February**

The additional holidays will be added to employees' holiday accruals on **1<sup>st</sup> October** or **1<sup>st</sup> April** in line with the aforementioned relevant application date. Line managers may, at their discretion, consider requests for additional leave during the year where there are extenuating circumstances.

Following initial discussion with the appropriate Line Manager, the individual should complete the form at Appendix 1 and send it to their Line Manager for consideration.

All requests for buying additional annual leave will be given full consideration within the department/school by the Line Manager. It will include particular consideration of:

- Workload during the proposed leave period
- Impact on other staff members' workload
- Potential impact on the department/school's performance and/or levels of service
- Periods of leave being taken by other staff which coincide with the request
- Any other relevant operational issues

Applications may be granted in full, in part (i.e. for a lesser period of leave) or declined. A response should normally be provided to the employee within 10 working days of receipt by the Line Manager.

Where it is not possible to accommodate the request, a written response detailing the reasons will be provided by the Line Manager. However, there is no right of appeal against the refusal of an application.

Once approved, the application form should be forwarded by the Line Manager to the Department of People and OD (via the HR Business Partner) who will inform Payroll for processing. Applications not approved should also be forwarded to the Department of People and OD for equality and diversity monitoring purposes.

The cost of approved additional annual leave will be deducted from the staff member's net salary. This will either be as one lump sum or can be spread over twelve months. Payments will begin from 1<sup>st</sup> October for applications made by 31<sup>st</sup> August or 1<sup>st</sup> April for applications made by 28<sup>th</sup> February. If the staff member leaves the University's employment before the payments have been completed, the total amount owing will be deducted from the final salary payment.

If a staff member is unable to take their additional leave on the agreed dates, they and their line manager should identify alternative dates in that annual leave year when the leave can be taken.

Staff will not be able to carry additional purchased leave into the next annual leave year, in order to prevent the accrual of large amounts of leave.

In exceptional circumstances, where it has not been possible for additional leave to be taken or rescheduled, the University will refund the cost of the additional leave to the staff member.

#### **4. OTHER KEY POINTS TO NOTE**

The scheme does not replace or restrict the use of any existing unpaid leave procedures.

These provisions do not form part of the terms and conditions of employment for staff and, as such, the University reserves the right to withdraw the Additional Annual Leave Purchase Scheme without notice or consultation at any time.

Additional leave purchases are treated as a "NET PAY SCHEME" arrangement, which means that it will not affect an employee's pensionable pay as the deductions come out of net pay.

Staff can consult the Payroll department for the correct calculation in terms of deductions by emailing [payrollitrent@uws.ac.uk](mailto:payrollitrent@uws.ac.uk).

Retrospective requests to purchase additional leave cannot be made under the scheme.

Should a request for contractual annual leave for a specific time period be refused by the manager, then a request for purchase of additional leave for the same time period will not negate the original refusal.

Procedure Author – Sharon Forsyth, Reward Adviser	Procedure Owner – Director of People and OD
Parent Policy Statement - People and OD	Public Access or Staff Only Access - Public
Version 1 – Approved June 2018	Changes and Reason for Changes – POD Policy Review

Appendix 1

## Additional Annual Leave Request Form

### 1. Personal Details

Name:	Employee Number:
Department/School:	

### 2. Current Working Pattern Details

	Current Working Pattern	Please tick (one option only)	
<b>A</b>	Full Time	<input type="checkbox"/>	
<b>B</b>	Part Time – same number of hours worked each day over 5 days	<input type="checkbox"/>	
<b>C</b>	Part Time – same number of hours worked each day over less than 5 days	<input type="checkbox"/>	Please specify number of days worked per week:
<b>D</b>	Part Time – different hours worked each day	<input type="checkbox"/>	Please specify number of hours worked per week:

### 3. Additional Leave Request

Number of days additional leave requested (Up to 10 days leave can be requested per annual leave year, pro rata for part time staff)	
Dates on which the additional leave will be taken, if known	

### 4. Payment Method

I agree to pay for my additional leave as follows:

Payment Method	Please tick (one option only)
One lump sum deduction for the total amount owed	<input type="checkbox"/>
By spreading the deduction over a 12 month period	<input type="checkbox"/>

**I have read, understood and accept the terms of the Additional Annual Leave Purchase Scheme.**

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**To be completed by the Line Manager**

**5. Outcome of Request**

Outcome of Request	Please tick (one option only)
I agree to the request for buying Additional Leave as set out above	
I have NOT agreed to the request for buying Additional Leave as set out above, and have explained the reasons for this in writing to the employee	

Reasons for rejecting the request (if applicable):

Name of Line Manager: \_\_\_\_\_

Signature of Line Manager: \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE FORWARD A COPY OF THIS FORM TO THE REWARD TEAM, DEPARTMENT OF PEOPLE AND OD**

## Appendix 2

**Additional Annual Leave Purchase Procedure****Frequently Asked Questions****1. Why does the University offer additional annual leave?**

This is to provide staff with additional flexibility in their working arrangements in addition to existing flexible working and leave policies. Additional annual leave supports the University's work life balance opportunities and allows staff to spread the cost of extra annual leave over a period of time.

**2. What's the difference between unpaid leave and buying additional annual leave?**

Members of staff can request unpaid leave to cover short notice and unexpected situations but additional annual leave is designed to enable staff to take time off for a specific, planned reason on an agreed date, if possible. Both are ways of accessing additional time off from the University. The main difference with buying additional leave is that you have more choice over when you pay for the additional time off. In addition to this, there will no pension reduction implications as the deduction will be made from net pay.

**3. How many extra days can I buy?**

Up to 10 days' holiday (pro rata for part time staff) can be requested in a leave year.

**4. Do I need to have a special reason to request extra days of leave?**

It is entirely up to how you use it and why you want it but it is generally anticipated that it will be for a specific purpose, e.g. to take a special holiday, assist with child care over the summer holidays, etc. Furthermore, to ensure adequate business planning, it is expected that the additional leave will be taken on agreed dates, well in advance.

**5. Can I "bank" the additional leave and decide how to use it at a later date?**

No. When you apply to purchase additional annual leave, you should tell your manager when you intend to use it if possible, to enable planning and cover for your absence.

**6. When can the additional leave be taken?**

The additional leave must be taken within the annual leave year for which it has been purchased.

**7. Do I have to take the additional leave all in one go?**

No. You are not required to take all the additional annual leave in one block, but you should specify the dates you want when you make your application to allow for business planning.

**8. How will my request be considered?**

Your line manager will need to consider how they can allow you to have additional leave. They will need to think about how your work can be covered within the department/school. They will then be required to give final approval of the request. If a request cannot be met, you will receive a written response you're your line manager explaining why. There is no right of appeal, however.

**9. How can I pay for the additional leave?**

There are two options. You can either pay in one lump sum deduction through your salary or pay it over a period of twelve months through your salary.

**10. When will the payments commence?**

If you apply by the 31<sup>st</sup> August deadline then payments will commence from 1<sup>st</sup> October. If you apply by the 28<sup>th</sup> February then payments will commence from 1<sup>st</sup> April.

**11. What impact will this have on my pension?**

You will still pay pension contributions as normal for the period of leave. The scheme will have no impact on your pension. This is due to the deduction being made from net pay rather than gross pay.

**12. How do I calculate the cost?**

As calculations can be complex depending on hours worked, days worked, etc. you are advised to contact the Payroll department to get an accurate figure by emailing [payrollitrent@uws.ac.uk](mailto:payrollitrent@uws.ac.uk)

**13. How many requests for additional leave can I make in a year?**

You can only make one request in any given leave year.

**14. When can I apply for additional annual leave?**

Requests can be made by any one of two points during the year - by **31<sup>st</sup> August** or by **28<sup>th</sup> February** although only one application can be made in any leave year.

**15. Who can apply for additional leave?**

Any member of UWS staff can apply.

**16. Can I carry this annual leave forward at the end of the year if I haven't used it?**

Staff will not be able to carry additional purchased leave into the next annual leave year.

**17. Will buying additional annual leave have any effect on my entitlement to state benefits?**

As taking additional leave involves reducing salaries, staff should be aware that if their salary falls below the Lower Earnings Limit, their entitlement to state benefits (such as state pension, statutory maternity pay, statutory sick pay) will be affected. Staff are encouraged to consider this before deciding to request additional leave. Any queries regarding this should be raised with the Payroll department.

**18. If I can now buy annual leave, does this mean I can also sell some of my annual leave?**

No. It is not possible to sell your annual leave. We aim to ensure that staff use all their contractual holiday entitlement for their wellbeing.

**19. I am an Academic member of staff. If I purchase additional annual leave, will this be taken into account as part of my activity planning schedule?**

Because the activity planning process is hours based, then the model enables you to take into account of the available hours should an academic member of staff choose to purchase additional leave. There will

need to be a discussion between the member of staff and their line manager about their workload allocation in this respect.

Appendix 3

**Additional Annual Leave Purchase Procedure**

**Flow Chart**

