

Annual Leave Purchase Scheme

HR Service Effective from 1 April 2010

1. Introduction

This document details the rules and procedures relating to the Annual Leave Purchase Scheme. This scheme will be monitored and reviewed as necessary by the Deputy Director (HR) in consultation with the Director of Customer Services.

2. Scope

This scheme is available to all employees of the Council with the exception of those based in schools or colleges and those on Teachers terms and conditions.

3. Scheme Rules

The following rules apply to the purchase of annual leave:

1. Up to ten days additional leave (pro rata for part-time employees) may be purchased in any one annual leave year*;
2. There is no automatic right to purchase additional annual leave under the terms of this scheme. Approval of requests will depend upon the needs of the service and will be conditional upon no temporary or agency cover being required to cover the absence;
3. Leave may be purchased in whole or part days;
4. Leave once purchased may not be sold back to the Council;
5. The additional annual leave must be taken within the annual leave year for which it has been purchased;
6. A request for additional annual leave must include details of when the leave is to be taken to allow for business planning;
7. Payment for the leave must be made within the leave year to which the leave relates and must normally be made in advance of the leave being taken. This may be through a one-off lump sum or payment over a fixed period. Payment will be made through a deduction from salary;
8. Written consent will be required in advance of the deduction from salary and before the leave is taken;
9. Requests must be made via MyView. The form will initially go to the line manager and then to the relevant Deputy Director for approval;
10. Should a request be refused there will be a right of appeal to the relevant Director. Appeals must be made in writing within ten working days of being notified that the request for additional leave has been rejected.

* Directors, in consultation with the Deputy Director (HR), have delegated authority to approve requests to purchase in excess of ten days leave where there are exceptional circumstances.

Consideration by the Director will include how the absence will be managed but, consistent with the scheme rules, will not normally require the absence to be covered by temporary or agency staff.

4. Deductions from Salary

Where a five-day working week is in operation deductions from salary will be calculated on the basis of annual salary ÷ 261. (261 is 5 working days per week multiplied by 52.142 weeks per year). An appropriate adjustment will be made where an alternative working pattern is in operation.

Pension contributions will be unaffected and pensionable service will be deemed to be continuous.

5. Procedure

The following procedure will apply to the request and approval for additional annual leave:

1. Employees should complete the annual leave purchase request form via MyView
2. The line manager will complete Section 2 of the form indicating whether the additional leave can be supported, taking into account the needs of the service and whether the absence can be tolerated without the need for temporary or agency cover;
3. The line manager will then authorise the form which will go to the relevant Deputy Director for their approval. The Deputy Director will complete section 3 of the form and authorise the request;
4. The line manager will notify the employee if the request for additional leave has been approved;
5. If the request is approved the form will go to the HR Business Centre who will process the claim. The authorisation form will serve as the express authorisation from the employee to make the necessary deduction from salary;
6. If the request is rejected the line manager will inform the employee of this and ensure that they are aware of their right to appeal to the relevant Director. The form should be forwarded to the HR Business Centre for monitoring purposes;
7. Should an appeal be lodged the relevant Director will meet with both the employee and the Deputy Director, within a reasonable time, to further consider the employees request and the reasons why this was not supported by the Deputy Director. As soon as possible following this meeting, the Director will notify both parties of his/her decision. This will be confirmed in writing and the Directors decision will be final.

DS/P&P'S/LEAVE/ANNUAL LEAVE PURCHASE SCHEME/FINAL SCHEME MARCH 10 revised February 2016