

Annual Leave Purchase Scheme

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Who can help?

- ☑ Human Resources (HR) can provide support and advice with the application of this policy and answer any questions that you may have, please phone or email the Payroll team at payroll@napier.ac.uk

Background

The Annual Leave Purchase Scheme continues to build on the University's commitment to supporting staff in maintaining a healthy work life balance.

This Scheme aims to provide staff with additional flexibility in respect of planned time off work as the University recognises that staff, for a variety of reasons, may wish to take more than their standard contractual annual leave entitlement to cover events such as an extended holiday or assisting with child care cover during school holidays.

The Scheme does not replace or restrict the use of any existing other leave procedures and is intended to build on existing provisions such as family friendly leave, special leave and unpaid leave.

The Scheme does not form part of the terms and conditions of employment and, as such, the University reserves the right to withdraw the Additional Annual Leave Purchase Scheme at any time.

Scope

The Scheme is available to all staff providing they have a permanent contract or a fixed term contract up to the end of the leave year (31 August) that the additional leave will be added to.

Principles

Additional annual leave operates on a salary deduction basis and staff request to reduce their salary, for the purchase of up to 5 days additional annual leave.

Once agreed, the additional leave is treated as a temporary addition to existing leave entitlement, and is subject to the same booking arrangements as normal annual leave and other principles in line with the Annual Leave Policy.

For staff who work part-time or who are contracted to work more or less than a standard five day week, the maximum number of days of additional leave will be pro-rata to the equivalent of one working week.

Cost of the Additional Days

As the University's annual leave entitlement is based in hours, the formula for calculating the value of additional days leave is based on hourly rate multiplied by number of hours purchased. This would then then divided by 12 or 6 months depending on the application period, which would be the monthly salary deduction commencing in either February or August salary payments.

When calculating hourly rate, any additional contractual payments such as shift allowances/contractual overtime will be included as well as base salary pay.

Application Process

Staff can submit one application in any given year but there are two dates for when an application can be submitted and approved by:

31 July – for additional dates to be applied in September.

31 January – for additional days to be available in March.

In advance of submitting a request online via HR Connect, staff should discuss their request in principle with their manager.

Managers are encouraged to approve requests fairly and consistently, however there may be exceptions where requests cannot be approved and these will be assessed against the following criteria:

- Impact on other staffs' workload;
- Workload across the year;
- Potential impact on the Service /School's levels of service and/or performance or individual's performance.

The manager can grant the application in full, in part (i.e. for a lesser period of leave) or decline. If after due consideration, a request has to be turned down, the reasons for doing so will be given. There is no right to appeal.

Appendix – Sources of additional support

Frequently Asked Questions
Calculator
Annual Leave Policy

Document Control

Author	Human Resources
Date first approved	2020
Last review date	
Review frequency	2 years