

Additional Annual Leave Purchase Scheme Frequently Asked Questions

Do I need to have a special reason to purchase annual leave?	You can take additional annual leave days at any time subject to the normal approval process. They should just be treated as a temporary addition to your existing leave entitlement. However, it is helpful to indicate to your manager when you make the application of when you are likely to want to take the additional leave so that they can consider this as part of the approval process.
How many days can I purchase?	If you are full-time, you can apply for up to 5 days a year, based on your contracted hours of work. Academic and research staff can buy up to 35 hours and support and technical staff, can buy up to 36.25 hours.
I work part time, how many days can I purchase?	If you are part-time, you will be able to purchase up to your contractual hours.
When can I purchase additional days?	The windows to apply for the scheme close on 31 July for additional leave commencing from the start of the annual leave year, September and then 31 January for additional leave to be available at 1 March.
How much will it cost me?	<p>The University has produced a calculator which provides an estimate of the cost:</p> <ul style="list-style-type: none"> ➤ Weekly hours X 52 = Annual Hours ➤ Annual Salary/Annual hours = Hourly rate ➤ Hourly rate X the number of hours purchased = Cost over the year ➤ Cost over year/12 or 6 months = monthly cost <p>Payroll will then confirm the monthly deductions in writing to you.</p>
How will I pay for the additional leave?	Deductions will be made from your monthly salary over 12 months or 6 months depending on when you apply.
How do I apply?	Please login to HR Connect. Select 'Pay & Benefits'. Scroll down to Time & Expenses and then click 'Add Claim'. Enter 01/07/2020 in the Start Date field and then choose Annual Leave Purchase in the claim template section; then click 'new'. Populate the 'Reason for Request' and then 'Total Extra Hours Requested' before submitting.
Can I access HR Connect from home?	If you would like to access HR Connect from home, you will need to use a secure University network either the Virtual Desktop or VPN service. More information available at https://staff.napier.ac.uk/services/cit/OffCampusServices/Pages/Virtual-Desktop-Service.aspx



How is my application considered?	Each case is considered on an individual basis and your manager will review your application. The manager will either approve in full, approve part of the request, or decline. They will explain why they have declined the request, if this is the case.
My line manager has declined my request, can I appeal?	There is no right to appeal the decision, however your manager should explain the reasons why if this is the case.
I can no longer take the leave this year can I cancel it and receive my deductions back?	In exceptional circumstances, where it has not been possible for additional leave to be taken or rescheduled to the follow leave year, the University will refund the cost of the additional leave.
Can I carry the annual leave forward?	You are not able to carry additional purchased leave into the next annual leave year, in order to prevent the accrual of large amounts of leave. Normal carry forward rules apply, in line with the Annual Leave Policy.
Will this affect my pension?	There are no implications for pensions under the additional annual leave scheme. Employers and employees contributions will be maintained throughout the year.
Can I purchase annual leave in both windows?	Yes, as long as this is not above the maximum of 5 days within the annual leave year if you are full-time.,
What happens if I am sick during the year?	<p>If you are currently receiving Statutory Sick pay or Statutory Maternity Pay, we are unable to take reductions from your pay, therefore whilst on sick or maternity leave, you will not be eligible to join the Scheme.</p> <p>If you have purchased additional annual leave and then your pay is reduced to statutory pay levels, your payments will be paused, until you return to work.</p>
What happens if I leave the University during the year?	It is expected that you will use all of your annual leave entitlement, including any purchased leave, in advance of your leaving date. If you still have outstanding payments due under the annual leave purchase scheme, these will be deducted from your final salary payment.
Where can I find my annual salary?	Login to HR Connect; go to Pay & Benefits; scroll down and click on Total Reward Statement; your salary is displayed at the bottom of the statement along with any contractual pay elements such as shift allowances and contracted overtime, which will be included in the calculation.
Can I sell annual leave?	The University wants to ensure that all staff have a work life balance and encourage staff to take their accrued annual leave throughout the year, therefore there are no opportunities to sell annual leave.



<p>I would prefer to take unpaid leave, is this possible?</p>	<p>The University can consider unpaid leave requests at any time throughout the year. The scheme does not replace or restrict the use of any existing unpaid leave procedures. If you would like to apply for unpaid leave, you can request this through HR Connect.</p>
<p>Will my payment change if my salary changes?</p>	<p>The cost of the additional annual leave is based on the salary at the start of the deduction period. If your salary changes during the course of the year due to incremental progression; contractual change to hours; or promotion; the deduction will remain the same and will not be amended.</p>