



Annual Leave Purchase Scheme

Purpose

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

This Scheme aims to provide colleagues with additional flexibility in respect of planned time off work as the University recognises that colleagues, 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 childcare 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.

The Scheme is available to all colleagues 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 apply to.

Contents

1. Principles.....	p.1
2. Cost of the Additional Days.....	p.2
3. Application Process.....	p.2-3

1. Principles

Additional annual leave operates on a salary deduction basis and colleagues request to reduce their salary, for the purchase of up to 5 days or a maximum of their weekly contracted hours of additional leave.

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

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.



2. 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 be divided by 6 or 12 months (depending on whether purchased at the start of the leave year or mid-year) which would be the gross monthly salary deduction. Deductions will commence in September (12 months) or March (6 months) with a final deduction taken from August salary.

2023/2024 Annual leave purchase window will be **delayed to 1 September 2023** rather than the normal date of the 1 August, this is to support the university with the harmonisation of holiday entitlement for professional services colleagues effective from 01 September 2023.

Deductions in the 2023/2024 holiday year will commence in **October 2023 salary until August 2024 – an a 11-month period** this year rather than the standard 12-month period. The mid-year 2023/2024 window will revert back to the standard process, with the window opening again in February 2024, with deductions commencing in March over a period of 6 months.

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

3. Application Process

Colleagues are able to apply during the benefits window, which is normally from the 1 August to 31 August and again from the 1 February to 28 February each year. And the Leave purchased has to be used in the holiday year that starts on the 1 September to 31 August the following year.

For the 2023/ 2024 Year the window to buy leave is delayed and will open 01 September 2023 to 30 September 2023, to purchase leave for the 2023/2024 holiday year.

In advance of submitting a request online via HR Connect, colleagues should discuss their request in principle with their manager. To submit a request:

- Login to HR Connect and click on 'My Time' on the left hand side of the screen
- With the 'Holiday' card click on 'Buy and Sell'
- Select Position name and Scheme name
- Select Holiday Period Dates: Selecting the relevant year
- Select 'Buy' in Action Drop Down and then the number of hours you would like to purchase.
- A total value – an indicative cost of annual leave purchase will appear
- Click 'Save', this will then forward your request to your manager for approval



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 colleagues workload.
- Workload across the year.
- Potential impact on the Service/School's level 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.

Please note if you leave before you have repaid your selected annual leave purchase, then the outstanding balance will be deducted from your final salary.

Document Control

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