**Annual Leave Purchase Scheme**

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| Table of Contents  | Background …………………………………………………………………………………. p.01Scope ……………………………………………………………………………………………. p.01Principles ……………....…………………………………………….…………….…………. p.01-02Cost of Additional Days ……….……………….…………….…….………………… p.02Application Process……….……….……………….…………….…….………………… p.02-03Appendix – Sources of Additional Support ....……….………………………… p.03 |

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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 email the Payroll team at payroll@napier.ac.uk , in the first instance.
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**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 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.

**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 apply 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 or a maximum of their weekly contracted hours of additional leave.

For staff 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.

**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.

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 are able to apply during the benefits windows, normally 1 August to 31 August and 1 February to 28 February each year for additional annual leave for the leave year which starts on the 1 September to 31 August the follow year.

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

* Login to [HR Connect​](https://hrconnect.napier.ac.uk/mthrprod_ess/ess/dist/#/login) 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: 1 September 2022 - 31 August 2023
* 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 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.

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.

**Appendix – Sources of additional support**

Frequently Asked Questions

Calculator

Annual Leave Policy

**Document Control**

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