

## Additional Annual Leave Purchase Scheme Frequently Asked Questions

<p><b>Do I need to have a special reason to purchase annual leave?</b></p>	<p>You can select to purchase additional annual leave days, during the benefits windows, which opens for the month of August (September the for 2023 / holiday 2024 year) and February each year. These days will 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.</p>
<p><b>How many days can I purchase?</b></p>	<p>If you are full-time, you can apply for up to 5 days a year, based on your contracted hours of work. You can buy up to 35 hours.</p>
<p><b>I work part time, how many days can I purchase?</b></p>	<p>If you are part-time, you will be able to purchase up to your weekly contractual hours.</p>
<p><b>When can I purchase additional days?</b></p>	<p>For the 2023 /2024 holiday year the window will open on the 1 September 2023 and closed on the 30 September 2023, the mid-year window will be open for the month of February each year for additional leave commencing from the start of the annual leave year (1 September each year).</p>
	<p>The University has produced a calculator which provides an estimate of the cost:</p> <ul style="list-style-type: none"> <li>➤ Weekly hours X 52 = Annual Hours</li> <li>➤ Annual Salary/Annual hours = Hourly rate</li> <li>➤ Hourly rate X the number of hours purchased = Cost over the year</li> <li>➤ Cost over year/12 months (<b>11 months in 2023 /24 holiday year</b>) OR 6 months (if buying in February) = monthly cost</li> </ul>
<p><b>Do I pay tax and national insurance on the annual leave purchase deduction?</b></p>	<p>The indicative figure is the gross annual cost of the additional annual leave days purchased. The monthly deduction will reduce your tax and national insurance deductions.</p>
<p><b>How will I pay for the additional leave?</b></p>	<p>Deductions will be taken from your salary over a period of 11 months in the 2023/ 2024 year, or 6 months if bought during the mid-year window.</p> <p>The first deduction will be taken from October salary for annual leave bought during the September 2023 benefits window and your March salary for annual leave bought during the February benefits window. Final deductions are taken from the August salary payment.</p>
<p><b>Why has the recovery period been amended in the 2023 / 2024 holiday year?</b></p>	<p>Due to the harmonisation of holiday entitlement for professional services colleagues effective from 01 September 2023. We have had to amend the benefit window period and recovery period from 12 month to 11 months for the 2023/2024 year only, so we can still offer this fantastic benefit to all colleagues.</p>
<p><b>How do I apply?</b></p>	<ul style="list-style-type: none"> <li>➤ Login to <a href="#">HR Connect</a> and click on 'My Time' on the left hand side of the screen.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ With the 'Holiday' card click on 'Buy and Sell'.</li> <li>➤ Select Position name and Scheme name</li> <li>➤ Select Holiday Period Dates: Select the relevant year</li> <li>➤ Select 'Buy' in Action Drop Down and then the number of hours you would like to purchase</li> <li>➤ A total value - an indicative cost of annual leave purchase will appear</li> <li>➤ Click 'Save', this will then forward your request to your manager for approval.</li> </ul>
<b>Can I access HR Connect from home?</b>	<p>If you would like to access HR Connect from home and do not have a networked laptop, you will need to use a secure University network either the Virtual Desktop or VPN service. More information available at <a href="https://staff.napier.ac.uk/services/cit/OffCampusServices/Pages/Virtual-Desktop-Service.aspx">https://staff.napier.ac.uk/services/cit/OffCampusServices/Pages/Virtual-Desktop-Service.aspx</a></p>
<b>How is my application considered?</b>	<p>Each case is considered on an individual basis and your manager will review your application. Your 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.</p>
<b>My line manager has declined my request, can I appeal?</b>	<p>There is no right to appeal the decision, however your manager should explain the reasons for declining your request.</p>
<b>I can no longer take the leave this year can I cancel it and receive my deductions back?</b>	<p>In very exceptional circumstances, such as a significant lifestyle change, where it has not been possible for additional leave to be taken or rescheduled to the follow leave year, the University may refund the cost or partially refund the cost of the additional leave.</p>
<b>Can I carry the annual leave forward?</b>	<p>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.</p>
<b>Will this affect my pension?</b>	<p>There are no implications for pensions for Lothian Pension Fund Members.</p> <p>For academic colleagues who are members of STPS, additional annual leave purchased will be classed as a period of unpaid leave which is regarded as non-pensionable, therefore you'll not be eligible to pay scheme contributions during this period - or to cover any 'missed' contributions by paying extra. You will continue to remain covered for death in service benefits and any pension accrued will be preserved.</p>
<b>What happens if I am sick during the year?</b>	<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>

<p><b>What happens if I leave the University during the year?</b></p>	<p>It is expected that you will use all 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.</p>
<p><b>Where can I find my annual salary?</b></p>	<p>Login to HR Connect; go to Pay &amp; 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.</p>
<p><b>Can I sell annual leave?</b></p>	<p>The University wants to ensure that all colleagues have a work life balance and encourage colleagues to take their accrued annual leave throughout the year, therefore there are no opportunities to sell annual leave.</p>
<p><b>I would prefer to take unpaid leave, is this possible?</b></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><b>Will my payment change if my salary changes?</b></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 year due to incremental progression; contractual change to hours; or promotion; the deduction will remain the same and will not be amended.</p>