

Buying Annual Leave Scheme

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1. Introduction

- 1.1 This scheme aims to provide employees with additional flexibility in respect of planned time off work.
- 1.2 The scheme gives employees the opportunity to “buy” additional annual leave in each leave year (pro rata for part-time staff) with deductions from pay spread over the leave year.
- 1.3 Pension contributions will be made prior to any deduction from salary and are therefore unaffected.
- 1.4 Approval of any request to buy additional annual leave will always be subject to the operational requirements of the service, which must remain a priority.

2. Scope

- 2.1 This policy applies to all employees of Thurrock Council, other than those on term-time only contracts.

3. Operation of the scheme

- 3.1 Employees should make a request to purchase annual leave by 31st January of the previous leave year, i.e. at least two months in advance.
- 3.2 Employees may apply to buy annual leave by completing an annual leave purchase form and giving it to their manager, or, if over 10 days are being requested, their director.
- 3.3 The manager/director must consider the application fully and respond within 15 working days, taking into account the effect of granting the request on service delivery and, for requests over 10 days, the feasibility of making the necessary repayments.
- 3.4 If the application is refused, reasons must be given in writing on the annual leave purchase form.
- 3.5 Employees who are not satisfied with their manager’s response may appeal within 5 working days of receiving the response to their manager’s manager, giving written reasons for their appeal and a copy of the Annual Leave Purchase Form.
- 3.6 Employees will receive a written response to their appeal within 15 working days. The outcome of the appeal will be final.

- 3.7 If additional annual leave is approved, this must be recorded on the employee's leave record and the days taken recorded and authorised in the normal way.
- 3.8 Ten equal, monthly deductions will be made from the employee's salary to purchase the additional annual leave. Payroll will inform the employee, normally by e-mail, how much these deductions will be and over what period they will be taken.
- 3.9 If an application to buy annual leave is successful, the ten monthly deductions cannot be reclaimed at a later date. If the employee is unable to take some or all of their additional leave, it will be lost, unless approval is given by the employee's manager to carrying over up to five days into the next leave year.

4. Salary adjustments

- 4.1 The cost to the employee of additional annual leave will be deducted from their gross pay.
- 4.2 The calculation for full-time employees working a standard working pattern, i.e. 37 hours over 5 days, will be arrived at by:
- dividing the employee's basic annual salary (excluding non-contractual overtime) by 52.1428 to determine their basic weekly pay;
 - dividing this figure by 5 to reach their daily pay;
 - multiplying this figure by the number of annual leave days the employee wishes to buy;
 - dividing this figure by 10 to arrive at the amount that will be deducted from the employee's monthly salary;
 - subtracting that figure from the employee's monthly salary.
- 4.3 For example, a full time employee earns £21,519 per annum and wishes to buy 3 days' annual leave:

$£21,519 / 52.1428 = £412.69$ per week
 $£412.69 / 5 = £82.54$ per day
 $£82.54 \times 3 = £247.62$ cost of 3 days annual leave
 $£247.62 / 10 = £24.76$ ie the 10 monthly deductions made for buying 3 days' extra annual leave.

- 4.4 The calculation for part-time employees will be arrived at by:
- dividing the employee's basic annual salary (excluding non contractual overtime) by 52.1428 to determine their basic weekly pay;
 - dividing this figure by part-time hours to reach their hourly pay
 - multiplying this figure by the number of annual leave hours the employee wishes to buy

- dividing this figure by 10 to arrive at the amount that will be deducted from the employee's monthly salary
- subtracting that figure from the employee's monthly salary.

4.5 For example, if a part time employee earning £21,519 pa (pro rata) works 20 hours per week and wishes to buy 20 hours annual leave:

- $£21,519 / 52.1428 = £412.69$ per week
- $£412.69 / 20 = £20.63$ per hour
- $£20.63 \times 20 = £412.69$ cost of 20 hours annual leave
- $£412.69 / 10 = £41.27$ i.e. the 10 monthly deduction made for buying 20 hours' extra annual leave

4.6 Employees who complete a request for additional leave and obtain approval will be deemed to have consented to the applicable salary adjustment.

5. Leaving the authority

Employees who purchase additional annual leave will be required to repay from their final salary the value of any additional leave taken if they leave Thurrock Council prior to full repayment.

Request to Purchase Additional Annual Leave Form

<p>Employees wishing to buy additional annual leave must complete this form and forward it to their line manager for consideration. Line managers can authorise the purchase of up to 10 working days' additional annual leave in any one leave year (pro rata for part-time staff). Applications to purchase over 10 days' leave must be approved by the employee's director. The employee is responsible for liaising with the payroll service regarding salary deductions. <i>The completion and submission of this form constitutes an employee's consent to a deduction from their pay.</i></p>	
Please complete the following:	
Name of employee:	Payroll number:
Job Title:	
Service Area:	
Current hours worked per week and working pattern:	
<p>I would like to apply to purchase [] days/hours of additional leave (please state the number of days/hours you would like to purchase as working days and not calendar days). I understand that (i) this will result in a reduction in my pay for the relevant leave year; (ii) the decision to allow me to purchase additional annual leave is entirely at the discretion of Thurrock Council.</p> <p>I also understand that should I leave the Council any outstanding repayments will be taken from my final pay.</p>	
Employee's signature:	
Date:	
Line manager's response (under 10 days):	
Approved:	Not approved:
If not approved, Line Manager response:	
Line Manager's name:	
Line Manager's signature:	Date:

Director's response (over 10 days):	
Approved:	Not approved:
If not approved, Line Manager response:	
Director's name:	
Director's signature:	Date: