



Annual Leave Purchase Scheme

Application Form – Notes for Completion

Before completing the application form, please ensure you have read and understood the Scheme and FAQs and had a discussion with your Line Manager.

1. PERSONAL DETAILS

Please ensure that **ALL** details are completed, ie your full name, employee number, post title and post number, Service, Division and Team and Contracted hours.

Note: You will find your post title and post number on MyView. Log in to MyView and select Request Leave, Calendar View and you will see your name, payroll number, post title and post number at the top of the page.

2. ADDITIONAL ANNUAL LEAVE REQUEST

You must clearly state the **number of hours** you wish to purchase. The maximum amount of leave you can buy can be no greater than 2 x your contracted hours.

State the dates you are applying for either in a block or individual dates.

3. DECLARATION

By submitting the application form to your Line Manager you are accepting the conditions detailed in the declaration.

4. MANAGER'S AUTHORISATION

Your Line Manager should approve or reject the application. Following approval the Line Manager will email the application to the Payroll Team to carry out the Minimum Wage calculation.

5. PAYROLL/MYVIEW

On completion of the national minimum wage calculations Payroll will notify the MyView Team who will set up the entitlement. The MyView Team will notify you of the final decision.