

## Annual Leave Purchase Scheme

### Employee Guidance

The Annual Leave Purchase Scheme has been introduced to provide eligible employees with the option to request additional planned leave. The following guidance document outlines the Scheme.

**NOTE: You should have an initial discussion with your Line Manager before applying for additional annual leave.**

Meet with your Line Manager to have a discussion about your intention to apply to purchase additional annual leave.
Complete the application form available on the Council's website.
You can apply for a maximum of two times your contracted hours, eg if you are contracted to work 36 hours per week, you can apply for a maximum of 72 hours additional annual leave.
You will have the opportunity to make one request per annual leave year and your form should be submitted via email to your Line Manager no later than <b>11 October</b> .
Your Line Manager will have until <b>31 October</b> to approve/reject your request.
<b>Application Approved:</b> Your Line Manager will advise you if your application has been approved subject to a minimum wage calculation.
Your application will be passed to the Payroll & Reward Team to carry out a calculation to ensure your salary does not go below minimum wage requirements.
You will receive confirmation following checks by <b>Friday 23 December</b> . Depending on the volume of requests, it may be possible to confirm before that date.
<b>NOTE: You should not make any formal commitments until you receive confirmation following the checks to ensure deductions from salary do not go below the national minimum wage threshold.</b>
Following successful checks, you will receive email confirmation from the MyView Team advising of salary deductions and set up on MyView for booking the Additional Annual Leave. You will not be able to book the additional annual leave until <b>1 January 2025</b> . It is your responsibility to advise your Line Manager that your application has been approved
<b>Application Rejected:</b> Your Line Manager will meet with you to discuss the reasons for rejecting your request.
If the reason for rejection is as a result of not meeting the minimum wage requirements, you may wish to discuss with your Line Manager alternative options, e.g. reduce the amount of additional annual leave you request. If you wish to re-apply, you should complete a new application form.

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## Guidance for Employees

Flowchart:

