

Annual Leave Purchase Scheme

Guidance for Managers

As a Line Manager, you should consider requests for additional annual leave fairly and consistently and be objective in your assessment of individual applications.

You should consider the requirements and the key objectives of the role held by your team member, and the potential impact any additional annual leave would have on the ability to deliver services.

Please note, additional leave should not result in any backfill costs, therefore additional leave should not be covered by overtime or others working additional hours.

Flowchart guidance

If a member of your team is interested in applying, it is advisable to have a discussion with them before they submit their formal request.
Ask the employee to complete the application form available on our website and submit it via email to yourself.
All applications from your team(s) should be considered at the same time, following the deadline submission date of 11 October 2024 .
You should confirm your decision, to your employee(s), by 31 October 2024 .
Application Approved: Once you have approved the application you should email the form to the Payroll & Reward Team (payrollandreward@pkc.gov.uk) by 31 October 2024 who will carry out minimum wage calculations. You can advise the employee that final approval is subject to the Payroll & Reward Team calculations.
Calculations show minimum wage has been met.
MyView Team will set up the entitlement and notify your team member of the details with a request that they advise you of the outcome. Latest date for MyView Team to notify employee is 23 December 2024 .
From 1 January 2025 , the employee can book the dates approved via MyView using the same process as booking Annual Leave.
Application Rejected: All applications from the team should be considered at the same time.
Reject application and advise the employee.
Meet with the employee to discuss reasons for rejection.
If the reason is as a result of not meeting the minimum wage threshold, you should discuss alternative options with the employee, eg to request a lesser amount of leave. A new application would need to be completed.

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Flowchart:

