Annual Leave Purchase Scheme
Application Form

Part 1 – To be completed by Employee (Before completing this form, please ensure that you have spoken to your Line Manager)

Personal Details			
Full Name			
Employee Number			
Post Title and Post Number			
Contracted Hours			
Division and Team	division		team

Additional Annual Leave Request	Hours
(Please note a maximum 2 times your contracted hours can be applied for eg 72 hours for standard 36 hours contract or pro-rated equivalent). All questions relating to contract hours, work pattern or time taken should be added in decimal format, (eg 18hours 30 minutes, show as 18.5hours – please refer to Minutes to Decimal – Ready Reckoner) Please state, in hours, the amount of leave you wish to purchase.	

If you are applying for a single period of absence please state below the dates you intend using the bought leave.

First day of leave	Last day of leave

If you are applying for multiple dates of absence, please detail below:

Individual leave requested		
From	**To**	**Hours requested**
	Total Number of Hours requested	

Declaration

I understand that my salary will be reduced by the cost of purchasing additional annual leave. I give consent to the Council to deduct, from my salary, 12 equal instalments from 01.01.2025 to 01.12.2025.
If my contract is on a fixed term basis, ending before 31.12.2025, equal deductions will be made up to the end of the contract period.
I accept that if my grade/hours change, or I am promoted during the year, deductions will be re-calculated and my salary adjusted accordingly.
If I leave the Council's employment during 2025 my salary will be re-calculated and the appropriate adjustments will be made to my final salary.
By submitting this application I accept the conditions detailed in the declaration.

Employee's Signature:	Date

Part 2 – To be completed by Line Manager

Approved [　]   **Not Approved** [　]

Manager's comments for approval/non approval:	
Line Manager Signature:	Date

All approved applications must be emailed to the Payroll & Reward Team at payrollandreward@pkc.gov.uk for the necessary Living Wage calculations to be carried out.

Office Use only:

Payroll & Reward updated (Initials):   **Date:**

MyView updated (Initials):   **Date:**

Spreadsheet updated (Initials):   **Date:**