



PURCHASING ADDITIONAL ANNUAL LEAVE GUIDANCE

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CONTENTS

PURCHASING ADDITIONAL ANNUAL LEAVE GUIDANCE	1
COST	2
TERM TIME STAFF	2
SCHOOLS' STAFF	3
RESPONSIBILITIES.....	3
SENIOR LEADERS	3
SERVICE MANAGER – HR.....	3
MANAGERS	3
PEOPLE SERVICES	3
HR ADVISER.....	3
ADVICE AND SUPPORT	3
ADDITIONAL RELEVANT POLICIES.....	3

PURCHASING ADDITIONAL ANNUAL LEAVE GUIDANCE

Employees have the option to purchase additional annual leave entitlement of up to 5 working days or equivalent weekly hours for employees on flexible working schemes or part time employees. Although employees are entitled to purchase additional leave, agreement must be reached with their line manager on when the leave can be taken.

To purchase additional leave the request must be made during the application period in April/May, through the online form. The cost of the annual leave purchased will be deducted from an employee's salary over a period of ten months starting in the June of the same year. There are no flexible payment timescales available; all payments are to be made over the ten month period.

If an employee purchases additional annual leave and then changes job roles within the County Council the payment amount will not change. They will pay at the original rate.

Any additional leave bought will be added to the annual leave balance to give a total entitlement for the year and any additional leave bought will be deemed to have been taken prior to any normal annual leave. Should an employee leave LCC part way through the leave year it is the managers responsibility to ensure that they notify payroll via a Leavers Form of any remaining annual leave balance.

The cost of purchasing annual leave is provided through salary sacrifice, which is an agreement between employees and the Council to vary their salary and benefits package under their contract of employment. Specifically, under this arrangement, employees agree to give up part of their contractual salary in return for the Council providing additional benefits of an equivalent value.

Purchasing annual leave through salary sacrifice reduces basic salary, meaning a lower amount of Tax and National Insurance is paid. For more information please click [here](#) to access the HMRC's page on salary sacrifice.

An employee should note that by completing and submitting the request for additional annual leave form that, this form also constitutes their consent to the applicable salary deduction and that in the event that an employee leaves part way through the

year any outstanding payments for the additional annual leave will be deducted from their final salary.

COST

The online application form will give the employee an approximate monthly amount so they know how much the leave will cost before making the purchase. To complete this they will first need to provide a few details about their annual salary and position. To view annual salary open up Unit4 Business World.

In the category "Your employment" click on "Personnel information"

Using the navigation tabs near the top of the page, click on "Employment"

There will be a table that shows the current position, contracted weekly hours, pay scale and the pay step. To see the position number hover the mouse pointer over the position name and a number will show that starts with a 2.

Clicking on the paperclip icon in the top right corner will allow employees to see their payslip. The most recent payslip shows the monthly salary against the position number.

The calculations are worked out as follows:

Salary	Number of working Days Per week	Cost of one Day (salary/52/No of working days per week)	Number of day's holiday bought	Total cost of holiday purchased	Monthly cost of holiday (10 payments June – March)
£25,000	5	£96.15	4	£384.62	£38.46
£17,000	4	£81.73	2	£163.46	£16.35

TERM TIME STAFF

For those employees on term time contracts purchasing additional annual leave is likely to be difficult to accommodate, however this will be at the discretion of the manager.

SCHOOLS' STAFF

School employees who are on NJC terms and conditions will need to obtain permission from their Head teacher before purchasing any additional leave.

RESPONSIBILITIES

SENIOR LEADERS

Supporting the guidance

SERVICE MANAGER – HR

Reviewing and updating of the policy.

MANAGERS

Monitoring and approving when the purchased leave can be taken

PEOPLE SERVICES

Adding the additional leave purchased to an employee's leave balance.

HR

HR will provide advice in the application of this guidance.

ADVICE AND SUPPORT

Please contact Human Resources

ADDITIONAL RELEVANT POLICIES

[Local Scheme of Conditions of Service](#)