

## **INTRODUCTION**

The purpose of the annual leave purchase scheme is to provide employees with additional flexibility in respect of planned time off work. This scheme is in addition to any paid/unpaid leave under the Special Leave arrangements. Although there is provision under Special Leave to request unpaid leave, this results in a reduction of pay immediately following the period of leave. This scheme provides the opportunity to “buy” up to 20 days, pro rata FTE 35/37 hours per week, additional annual leave in each leave year, January to December (or September to August for Teaching Staff), with deductions from pay spread over 6 or 12 months.

Pension contributions would be made prior to any deduction from salary, therefore pension entitlements would be unaffected.

Approval of any additional annual leave purchase is not guaranteed, and would always be subject to the operational requirements of the service which must remain a priority.

### **Participation in Annual Leave Purchase Scheme**

The Scheme is open to Chief Officers, Teachers and SJC Employees whether they are full-time, part-time, temporary or permanent.

To qualify to make an application to purchase additional annual leave an employee must have sufficient time remaining to repay the amount owed. For example, at least 7 months service remaining on their contract at the time of approval if the employee is to repay over 6 months and 13 months if the employee is to repay over 12 months. This will enable salary deductions to be made.

### **Operation of Scheme**

An application can be made at any time of the leave year.

The application form must be completed, signed by the employee and given to their Line Manager for consideration with as much notice as possible.

The Line Manager must consider the application fully and must normally respond within 15 working days of receipt. The Line Manager must take into account the effect of granting the request on the operational requirements of the service, for example including potential cover available and the consequences of leaving the post uncovered, and holiday plans for other staff. If the application is refused the reasons for this must be notified to the employee on the Annual Leave Purchase Form.

If the employee is not satisfied with the Line Manager’s response the employee may appeal within 10 working days of receiving the response to the appropriate Service Director, (Service Director for HR & Communications/Chief Executive in case of Chief Officers) and their decision will be final. The employee must submit a written appeal which should include the reasons for appeal and attach a copy of the Annual Leave Purchase Form.

For Chief Officers and SJC employees (with the exception of those on term time contracts) any additional approved annual leave purchased will be added, in hours, to annual leave

entitlement as special entitlement. All leave must be requested and authorised via the Business World Self Service Web Application in the normal way. More information can be found on the Intranet under 'Your Job – Business World – HR'.

### **Salary adjustment**

Employees purchasing additional annual leave will have their salary reduced by the equivalent value of the number of days purchased.

Employees can opt for their salary to be reduced over a six month or twelve month period.

Where additional annual leave is purchased it is the Line Manager's responsibility to notify payroll and provide signed authorisation from the employee for the salary deduction. **Deduction will commence from the first available pay period following receipt of notification of approval to payroll.**

### **Repayment**

Any employee who purchases and takes additional annual leave will be required to repay from their final salary the outstanding value of the additional number of annual leave days taken if they leave Scottish Borders Council prior to full repayment.

Employees with insufficient final salary will be required to repay the Council by other means such as from other monies which may be due from the Council, otherwise an invoice will be raised by HRSS and processed by Credit Control.

**Note for Schools:** The relevant Line Manager is always the Headteacher, and the appeal procedure would be to the relevant Quality Improvement Officer.

### **Related Policies and Enquiries:**

- Guidelines on Special Leave
- Annual Leave Policy

**ANNUAL LEAVE PURCHASE FORM**

**PERSONAL DETAILS**

Name		Employee Number	
Post Title		Department	

**REQUEST DETAILS**

Day(s) and date(s)	Daily contracted hours as per work pattern	Reason for request
<b>Total Days :</b>		<b>Total Hours:</b>

**SALARY ADJUSTMENT DETAILS**

I understand that if approved my salary will be reduced by the value of the number of days purchased multiplied by my hourly rate applicable at the time of processing my first wage/salary deduction. I authorise my salary to be reduced over (tick as appropriate)

6 months

12 months

**REPAYMENT**

I confirm that I have read the conditions set out in the Annual Leave Purchase Scheme. I understand that if I purchase and take additional annual leave and leave employment with the Council prior to full repayment I will be required to repay from my final salary the outstanding value of the additional number of annual leave days taken. I also understand and agree that if I have insufficient salary to repay the outstanding value of the additional number of annual leave days taken I will be required to repay the Council by other means. I further authorise and empower the Council, in such event, to recover by retention from any salary or other monies which may be due to me from the Council the sum repayable as detailed above.

Employee signature ..... Date .....

**LINE MANAGER'S RESPONSE**

Approved

Not Approved

If not approved, line manager response


Line manager's name .....

Line manager's signature .....Date .....

Forward completed form to: HRSS, Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA

**ANNUAL LEAVE PURCHASE FORM**

**FOR PAY OFFICE USE**

Name		Employee Number	
Post Title		Post Reference	

Number of Days :		P&D	2049, 2050 or 2051
Total Contractual Hours:		Reducing Balance :	£
Hourly Rate :	£	Standard Deduction :	£
Total Annual Leave Purchase :	£	Arrears :	£
Special entitlement balance updated	<input type="checkbox"/>		

Completed By \_\_\_\_\_ (Initials) Date \_\_\_\_\_

Checked By \_\_\_\_\_ (Initials) Date \_\_\_\_\_

Keyed-in By \_\_\_\_\_ (Initials) Date \_\_\_\_\_