

Purchasing Additional Annual Leave (WLB)Cyngor Cyllido Addysg
Uwch Cymru
Higher Education Funding
Council for Wales

Title	Purchasing Additional Annual Leave Policy Work Life Balance (WLB)
Reference	HRP061
Version	1.0
Date	November 2007
Author	HR
Approved by	HRC
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Version	Date	Description
0.1		Draft Policy for consideration. Policy agreed as part of Salary Sacrifice scheme
0.2	05/10/07	Amendments made following discussion with Finance and Payroll
0.3	15/11/07	Paper presented as Information Only to Works Council
1.0	Nov 07	Minor amendments made following Works Council

Purpose

To provide guidance to employees on the details and procedure for the purchasing of additional annual leave. The terms and conditions for purchasing additional annual leave may be amended from time to time at the discretion of HEFCW.

Standard Annual Leave Entitlement

The annual leave allowance for all employees who are on a permanent appointment or fixed term appointment of more than 12 months is as follows (pro rata for part time employees):

- On appointment 28 days paid leave (three days must be allocated to Christmas/New Year shut down period)
- After 5 years recognised continuous service 30 days paid leave (three days must be allocated to Christmas/New Year shut down period)

- After 10 years recognised continuous service 33 days paid leave (three days must be allocated to Christmas/New Year shut down period)

Carry Forward of Annual Leave

An employee may also request the carry forward of leave from the coming year up to a maximum of five working days in addition to the purchasing of additional annual leave.

Purchasing of Additional Annual Leave

The purchasing of additional annual leave applies to all employees but may only be granted at the discretion of the line manager and supported by the Head of Team / Director of Finance & Corporate Services / Chief Executive (as appropriate) subject to the needs of the organisation and to ensuring a continued service at an appropriate level.

An employee may purchase up to five days (pro rata for part time employees) additional holiday per leave year subject to the terms and conditions of this policy.

The formula for calculating a full time employee's daily rate is annual salary / 260 (pro rata for part time staff).

An employee may only purchase additional annual leave if he/she has had no more than two occasions of long term sickness absence, as defined in the Absence Policy (i.e. long term sickness absence is 20 working days or more within a rolling year) in the 12 months prior to their application.

Employees should complete the Purchasing Additional Annual Leave Request Form if they wish to take up this benefit and submit this form to HR along with their Annual Leave card.

Effect on Salary

If Additional Annual Leave is purchased, the cost may either be spread over a 12 month period deducted from salary or as a one off deduction from salary.

Employees who leave having exceeded their annual leave entitlement and / or have purchased additional annual leave will have their salary adjusted accordingly, any discrepancies will be deducted from their final salary. Deductions can commence at any time, but at the latest from the month the additional leave is taken. Payment can either be a one off deduction or equally spread over the 12 months.

Effect on Tax, National Insurance and Pension

The Additional Annual Leave will be deducted from net pay, i.e. after deductions for Tax, National Insurance and pension have been made, therefore there will be no effect

Timescale

The purchasing of Additional Annual Leave must be in within HEFCW's annual Leave Year, i.e., 1st April – 31st March.

Notice Requirements

Ref No HRP061 Version 1.0 Date November 2007

The Purchasing Additional Annual Leave Request Form needs to be completed and submitted for consideration normally at least 3 months before the period of leave.

Responsibilities

HR is responsible for ensuring the purchasing of additional annual leave complies with this policy.