



# Purchase of Additional Leave Scheme

## Guidance Notes for 2020/21 Leave Year

### 1. Background

The University is committed to providing policies and arrangements which promote and support work-life balance for its employees, and recognises that some employees may wish to increase their annual leave entitlement for various reasons. The Purchase of Additional Leave Scheme provides a mechanism for employees to manage their personal commitments in a planned way by allowing the cost to additional leave to be spread over 10 months for the 2020/21 Annual Leave year.

All employees are eligible to request additional leave, regardless of their grade or length of service, providing their contract is current for the total duration of the annual leave year in which they are applying for additional leave.

Employees can request up to 5 days additional leave, prorated for part time employees. These additional days will be treated as a temporary addition to existing leave entitlement. Requests are subject to line management approval.

The scheme is not contractual and the University reserves the right to withdraw or amend it.

### 2. Application process

- Requests for additional leave can only be made between 1st September and 2nd October (the “window of opportunity”). Approved additional leave will be added to the annual leave entitlement in October, and payroll deductions will also commence in October.
- It is the responsibility of the employee to submit the completed form to the HR Helpdesk ([hrhelpdesk@stmarys.ac.uk](mailto:hrhelpdesk@stmarys.ac.uk)) by the deadline date – midnight Friday 2nd October 2020.
- Forms received by HR after 2nd October 2020 will not be processed.
- Employees wishing to purchase additional leave are encouraged to discuss their requests informally with their line manager at the earliest opportunity so that the impact on the work in their area can be assessed in time for a formal submission to be made.
- Employees should then submit a formal application to their line manager (see Appendix 1).
- Managers should consider requests for additional leave fairly and consistently.

- If, after due consideration, a request has to be turned down for business reasons, the reasons for doing so should be given to the employee.
- The Line Manager is responsible for obtaining the appropriate level of approval from their Dean or Director of Service. Once approval is given, the Line Manager should sign the form and return to the employee.
- There will be no right of appeal if an application is not approved.
- The employee will receive an email acknowledging receipt of the form. The leave entitlement will be added to the employee's annual leave entitlement on iTrent (HR system) and Peoplenet, and the application form retained on the employee's personal file.

### **3. Leaving during year**

If an employee leaves the university during the Leave Year (August – July) he/she will be required to pay back any outstanding monthly deductions from salary for additional holiday entitlement. If the final salary is not sufficient to allow for this deduction, HR will contact the individual before to confirm arrangements for repaying the outstanding amount.

When calculating any outstanding leave, HR will assume the following order in which Annual Leave is used:

- Days bought via the Purchase of Additional Leave Scheme,
- Long service days for those with 10/15/20/25/30 years' service – these "one off" additional days should not be confused with the additional 2 days those with 23 days annual leave entitlement receive after 5 years' service,
- Annual leave entitlement

### **4. Change in hours/salary**

If there is a change in salary e.g. change in hours, change in role, etc. HR will review the arrangements regarding the additional leave, and make any necessary adjustments to pay, etc.

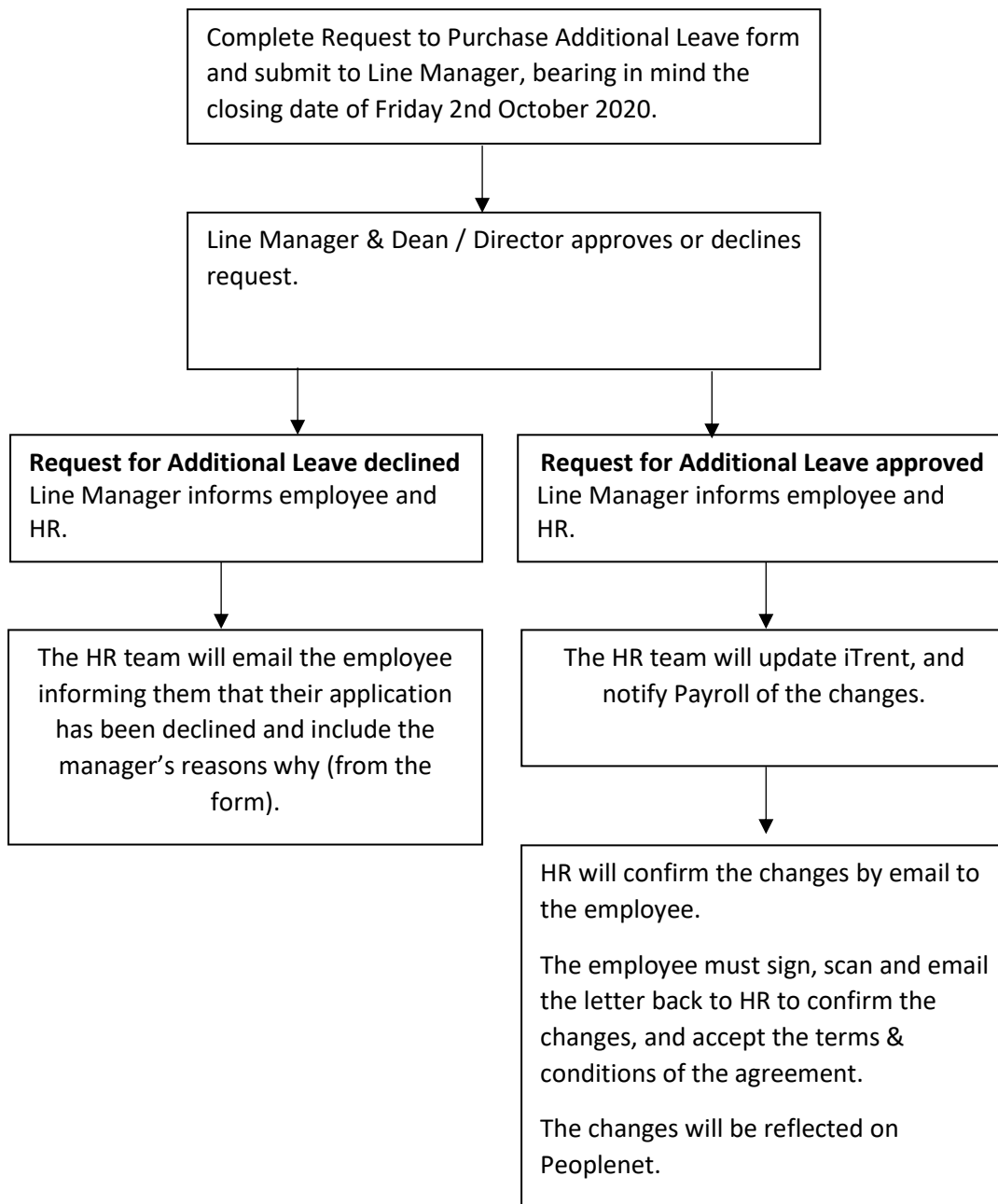
### **5. Effect on benefits - pension scheme**

We have three pension schemes - Teachers Pension Scheme, Staff Pension Scheme (Aviva), and the Local Government Pension Scheme. Pension contributions will continue as normal, and will not be affected by the purchase of additional annual leave.

### **6. Equality impact assessment**

These guidelines have been produced in line with the University's Equality & Diversity Policy Statement and Code of Practice.

## Process flow diagram



## Appendix 1



St Mary's  
University  
Twickenham  
London

### Request to Purchase Additional Leave

|                      |  |
|----------------------|--|
| Name:                |  |
| Payroll/Employee No: |  |
| Faculty/Service:     |  |
| Line Manager:        |  |

The Purchase of Additional Leave Scheme provides a number of hours/days of additional leave to the employee.

Leave taken will be subject to the normal standard procedures for requesting and approving annual leave.

#### **Please complete:**

I wish to purchase an additional \_\_\_\_\_ days/hours (circle the applicable unit) of annual leave in leave year 2020/21.

**This cannot be more than the equivalent of 5 days. For part time employees leave should be pro rata. If you work in more than one post you will need to complete a separate form for each post.**

Please provide any additional information in support of your request (e.g. when you wish to take the additional leave).

#### **Employee acceptance**

To confirm your formal acceptance of the terms outlined in the Purchase of Additional Leave Scheme (attached), please sign this form.

Please note that this is not a contractual change to your terms and conditions, and the University reserves the right to withdraw or amend the policy at any time.

Dated: July 2020

Author: MB/HR

Signed by employee:

Date:

Approved By (Line Manager\*):

Signature

Print Name

\*the Line Manager needs to have had approval from the Dean/Director of Service before approving the request.

If rejected, please give reasons here:

**For the employee: Please submit the completed form to [hrhelpdesk@stmarys.ac.uk](mailto:hrhelpdesk@stmarys.ac.uk) by midnight Friday 2<sup>nd</sup> October. Any requests without the appropriate approval or received after the deadline date will not be processed.**