

Option for staff to increase annual leave allowance procedure

Ref HR-0035-v5

Status: Approved
Document type: Procedure

Contents

1. Purpose	3
2. Related documents.....	3
3. Buying additional annual leave.....	3
4. Making a formal request to buy additional annual leave	3
5. Timescale for purchasing additional annual leave.....	4
6. Carrying forward unpaid leave	4
7. Pensions.....	4
8. Termination of contract.....	5
Document control	6
Appendix 1 – Memorandum to payroll	7
Appendix 2 - Equality Analysis Screening Form	8

1. Purpose

Following this procedure will help the Trust to:-

- Give staff who would like to purchase an additional one or two weeks annual leave entitlement (pro rata) the option to do so in a way that smooths out financial consequences of that extra annual leave.

2. Related documents



This procedure describes what you need to do to implement the option for staff to increase their annual leave allowance section of the During Employment Policy.

- [End of Employment Procedure](#)
- [Grievance procedure](#)

3. Buying additional annual leave



Staff can request to buy **one or two** weeks additional leave (pro rata) spreading the cost of the annual leave over a whole year.

Example:

- A staff member buys 2 weeks annual leave;
- Their pay will be reduced by 14/365ths; (14/366ths in a leap year)
- Their monthly pay will be based on 12 equal payments of 351/365 divided by 12;
- The staff member will receive monthly remuneration that is the same throughout the year.

4. Making a formal request to buy additional annual leave

- This will be made in writing to the Head of the Department.
- The staff member will require the permission of their Head of Department to take the annual leave at a mutually convenient time in accordance with the requirements of the service.
- This will then need to be approved by the Head of Service and Director of Operations.
- For Corporate Directorates, this will be the Executive Management Team Director.
- For Medical staff, this will be the Associate Clinical Director and Clinical Director.

5. Timescale for purchasing additional annual leave



Applications for each year **should** be with the Head of Service by the end of the third week in March.

Applications then go to the Director of Operations/Corporate Director by the end of March before sending to the Payroll Department by 8th April.

Copies **must** be sent to the Workforce Information Department (HR Directorate), Flatts Lane.

5.1 What notice period does an employee need to give?



Staff are encouraged to apply for additional leave no later than March as it creates difficulties for the Payroll department.

- Staff may apply for additional leave later in the year, which can be granted, however, this will give the staff member a shorter period of time to purchase and use that leave i.e. by 31st March of that leave year.
- The staff member still has to meet the Payroll deadline for the associated month.
- Deductions spread over a reduced number of months will be higher.

6. Carrying forward unpaid leave

- If for any reason it is not possible for the staff member who purchased extra leave to take the leave in the year purchased, the individual can carry forward the unused leave to the next year.
- This is in addition to the current maximum of five days carry forward of annual leave.

7. Pensions

- All additional annual leave purchased is non pensionable. There is therefore no effect on a staff members' pension should they decide to purchase additional annual leave, as the payment is taken off as a deduction.

8. Termination of contract



At the point of termination any purchased additional annual leave outstanding costs will be recovered from your final pay.

If you have not fully taken the purchased additional annual leave, your manager must inform payroll by email or on the termination form if applicable.

Example 1: A Band 5 member of staff purchasing an extra 10 days annual leave, and impact on gross salary per month.

Currently top of Band 5	Monthly gross salary before purchase of additional leave	Monthly gross salary after purchase of additional leave
£29,608	£2,467.33	£2,372.70

Example 2: A Band 2 member of staff purchasing an extra 10 days annual leave, and impact on gross salary per month.

Currently top of Band 2	Monthly gross salary before purchase of additional leave	Monthly gross salary after purchase of additional leave
£18,702	£1,558.50	£1,498.72

Document control

Date of approval:	14 December 2018	
Next review date:	30 June 2023	
This document replaces:	Option for Staff to Increase Annual Leave Allowance HR/0035/v4	
Lead:	Name	Title
	Debra Glen	Human Resources Manager
Members of working party:	Name	Title
	Policy Working Group	
This document was approved by:	Name of committee/group	Date
	Policy Working Group	14 December 2018
	Joint Consultative Committee	15 January 2019
An equality analysis was completed on this document on:	December 2018	
Amendment details:	<p>V5 - Example Salary info – updated from 2018 pay scales. Clarity provided in that 5 days or 10 days would be pro rata for part time staff. Change name from Workforce Information Department to Workforce and Assurance Department. Changed wording on termination of contract for clarity purposes due to number of payroll queries</p> <p>V5 – May 2021 – review date extended to 14 June 2022</p> <p>V5 – May 2023 – review date extended to 30 June 2023</p>	

Appendix 1 – Memorandum to payroll

MEMORANDUM

TO: Payroll Department, Flatts Lane Centre, Middlesbrough
FROM: (please print your name)
BASE:
ASSIGNMENT NUMBER: (shown on your payslip)
DATE:
SUBJECT: PURCHASE OF ANNUAL LEAVE

Please note that I have agreed with my manager that I will purchase one or two weeks annual leave during the leave year / and that the cost of this will be recovered from my pay for the remaining months of this financial year. I understand that this will have no impact on my pensionable service, if I contribute to the NHS Pension Scheme. I agree that, should I leave before the end of this leave year the amount owed to the Trust in respect of this leave can be deducted from my final salary payment.

Signed: Date:

I confirm that this application has been approved by me.

Signature: (Head of Department / CD for Medical Staff)
Name: (please print)
Title: (please print)

I confirm that this application has been approved by me.

Signature: (Head of Service / Associate Director)
Name: (please print)

I confirm that this application has been approved by me.

Signature: (Service / Corporate / Clinical Director)
Name: (please print)

NOTES

1. This memo will not be processed unless all the details shown above (including your Assignment Number have been completed). If any part is incomplete it will be returned to you for the missing parts to be filled in.
2. The memo **MUST** be signed by all parties.
3. This form must be received in the payroll section by 8th April, if this falls on a weekend it must be received by the Friday. Please send a copy to the Workforce and Assurance Department, Flatts Lane Centre, Middlesbrough.
4. If you apply later in the year, the form must reach the payroll section by the 8th of the month. Please note this will result in payments being spread over a shorter length of time.

Appendix 2 - Equality Analysis Screening Form

Please note; [The Equality Analysis Policy and Equality Analysis Guidance can be found on InTouch on the policies page](#)

Name of Service area, Directorate/Department i.e. substance misuse, corporate, finance etc.	Human Resources			
Name of responsible person and job title	Debra Glen – HR Manager			
Name of working party, to include any other individuals, agencies or groups involved in this analysis	Policy Working Group			
Policy (document/service) name	Option for Staff to Increase Annual Leave Allowance			
Is the area being assessed a...	Policy/Strategy	<input type="checkbox"/>	Service/Business plan	<input type="checkbox"/>
	Procedure/Guidance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Project
	Code of practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other – Please state				
Geographical area covered	Trust wide.			
Aims and objectives	Give staff who would like to purchase an additional one or two weeks annual leave entitlement (pro rata) the option to do so in a way that smooths out financial consequences of that extra annual leave			
Start date of Equality Analysis Screening (This is the date you are asked to write or review the document/service etc.)	4 th December 2018			
End date of Equality Analysis Screening (This is when you have completed the equality analysis and it is ready to go to EMT to be approved)	7 th December 2018			

You must contact the EDHR team if you identify a negative impact. Please ring Sarah Jay or Julie Barfoot on 0191 3336267/3046

1. Who does the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan benefit?

All Trust Staff to comply with the procedure. Those responsible for the implementation of this procedure should ensure it is carried out in a fair and consistent way

2. Will the Policy, Service, Function, Strategy, Code of practice, Guidance, Project or Business plan impact negatively on any of the protected characteristic groups below?

Race (including Gypsy and Traveller)	Yes/No No	Disability (includes physical, learning, mental health, sensory and medical disabilities)	Yes/No No	Gender (Men, women and gender neutral etc.)	Yes/No No
Gender reassignment (Transgender and gender identity)	Yes/No No	Sexual Orientation (Lesbian, Gay, Bisexual and Heterosexual etc.)	Yes/No No	Age (includes, young people, older people – people of all ages)	Yes/No No
Religion or Belief (includes faith groups, atheism and philosophical belief's)	Yes/No No	Pregnancy and Maternity (includes pregnancy, women who are breastfeeding and women on maternity leave)	Yes/No No	Marriage and Civil Partnership (includes opposite and same sex couples who are married or civil partners)	Yes/No No

Yes – Please describe anticipated negative impact/s

No – Please describe any positive impacts/s

There are no known reports of any impact since the procedure has been in operation. Will continue to monitor this.

<p>3. Have you considered other sources of information such as; legislation, codes of practice, best practice, nice guidelines, CQC reports or feedback etc.? If 'No', why not?</p>	<p>Yes Yes</p>		<p>No</p>	
<p>Sources of Information may include:</p> <ul style="list-style-type: none"> • Feedback from equality bodies, Care Quality Commission, Equality and Human Rights Commission, etc. • Investigation findings • Trust Strategic Direction • Data collection/analysis • National Guidance/Reports 	<ul style="list-style-type: none"> • Staff grievances • Media • Community Consultation/Consultation Groups • Internal Consultation • Research • Other (Please state below) 			
<p>4. Have you engaged or consulted with service users, carers, staff and other stakeholders including people from the following protected groups?: Race, Disability, Gender, Gender reassignment (Trans), Sexual Orientation (LGB), Religion or Belief, Age, Pregnancy and Maternity or Marriage and Civil Partnership</p>				
<p>Yes – Please describe the engagement and involvement that has taken place</p>				
<p>The procedure was developed through the Policy Working Group which is made up of both management representatives, staff side representatives and HR. The staff side members of the group represent all staff including those with protected characteristics</p>				

No – Please describe future plans that you may have to engage and involve people from different groups

5. As part of this equality analysis have any training needs/service needs been identified?

Yes/No	Please describe the identified training needs/service needs below
No	No new training needs identified as part of the review process

A training need has been identified for;

Trust staff	Yes/No	Service users	Yes/No	Contractors or other outside agencies	Yes/No
	No		No		No

Make sure that you have checked the information and that you are comfortable that additional evidence can provided if you are required to do so

The completed EA has been signed off by: You the Policy owner/manager: Type name: Debra Glen	Date: 11.12.18
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Your reporting (line) manager: Type name: Nicky Robertson	Date: 04.02.19
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If you need further advice or information on equality analysis, the EDHR team host surgeries to support you in this process, to book on and find out more please call: 0191 3336267/3046