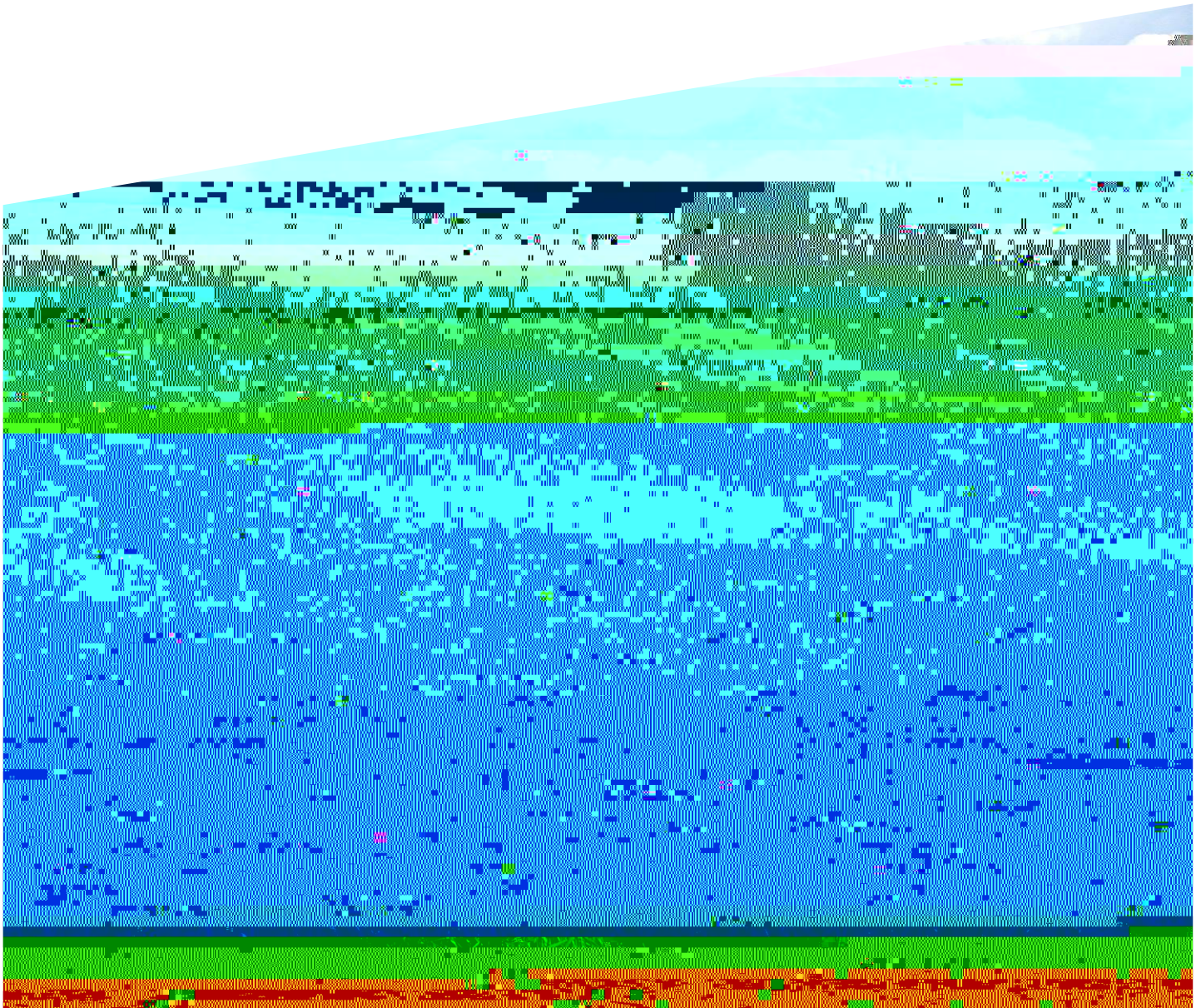


Purchasing Additional Annual Leave Policy



ORGANISATIONAL DEVELOPMENT

Issued: October 2024

This document is also available in Welsh / Mae'r ddogfen hon hefyd ar gael yn Gymraeg

1. Purpose

The Council is committed to promoting the health and wellbeing of employees and

4. Policy Application

The purchase of additional annual leave should be applied for and taken in line with the normal annual leave procedures.

Applications must be made for full days and will be based on contractual hours.

Employees will not be able to undertake paid work for another employer during the unpaid additional leave periods.

There will be no increase in the normal leave “carry forward” provisions and managers and employees must ensure proper planning and management of the taking of the additional annual leave.

Once purchased leave

If, having purchased additional annual leave, the employee fails to take it before the end of the relevant leave year, the **leave will be lost and no reimbursement.**

Where leave spans 2 annual leave years the purchased leave will align to the year it falls in. However, if an employee is unable to take the additional annual leave owing to a period of long term sick, they could request the days are refunded or carried over into the next annual leave year (provided this does not have an adverse effect on service provision and is agreed with the employee’s line manager).

If an employee is in a no pay situation or leaves the Authority, there is a requirement to pay back the leave and a sundry debtors invoice will be issued to the employee/ex-employee by the Payroll Section from the first non-repayment period.

The Council reserves the right to refuse an employee's application to purchase additional annual leave for operational or technical reasons related to their job which could include consideration of workloads and will be conditional upon any temporary or agency cover required to cover the absence being cost neutral to the Council.

Whilst there is no automatic right to additional annual leave every application will be fully considered and Line Managers will endeavour to accommodate the request where it is possible. In the event of a manager’s refusal reasons will be provided to the employee.

This policy is voluntary and there is no right of appeal if a request is refused. The decision of the line manager is final.

Where a request has been received and approved, the employee will be notified in writing by their line manager and the appropriate change to their pay notified to them by the Payroll Section.

Employees can purchase up to a maximum of 10 leave days this is to be planned in line with the annual leave year by completing one application for submission to their line manager.

6. Adjustments to Pay

Where an employee requests to purchase additional annual leave, this will result

Full Name:

Position Reference (BG):

Personal Reference Number:

Address: