

# Purchasing Additional Annual Leave Policy

## Version 1.0

**Important:** This document can only be considered valid when viewed on the PCT's intranet/U: Drive. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.

Please note: This policy is approved pending an Equality Impact Assessment screening

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Equality and Diversity Impact Assessment:	To be confirmed
Implementation Date:	27 August 2010
Review Date:	To be incorporated into the PCT's Annual Leave Policy
<b>Target Audience:</b>	<b>All Staff</b>

# Contents

<b>Section</b>	<b>Page</b>
<b>1. Introduction</b>	<b>3</b>
<b>2. Purpose</b>	<b>3</b>
<b>3. Scope</b>	<b>3</b>
<b>4. Responsibilities</b>	<b>3</b>
4.1 Managers	3
4.2 Employees	3
<b>5. Equality and Diversity</b>	<b>3</b>
<b>6. NHS Constitution</b>	<b>4</b>
<b>7. Purchasing Additional Annual Leave</b>	<b>4</b>
<b>8. Monitoring Compliance with and Effectiveness of this Policy</b>	<b>5</b>
<b>9. Associated Documentation</b>	<b>5</b>
<b>10. Review</b>	<b>5</b>

## **1 Introduction**

1.1 This Policy is supplemental to the PCT's Annual Leave Policy.

## **2 Purpose**

2.1 The purpose of this document is to provide guidance to staff on the opportunity to purchase additional annual leave.

## **3 Scope**

3.1 This document applies to all employees of the PCT.

## **4 Responsibilities**

### **4.1 Managers**

4.1.1 It is the manager's responsibility to record, monitor and authorise the annual leave and Bank Holiday entitlement of their staff.

4.1.2 Managers should ensure that the needs of the service are taken into account when approving an employee's additional annual leave request.

4.1.3 In exceptional circumstances, managers may need to refuse a request for additional annual leave. A discussion should take place between the manager and the employee involved to examine any possible alternatives. If the employee is dissatisfied with the outcome, then they have the right to raise the issue through the PCT's Grievance Procedure.

### **4.2 Employees**

4.2.1 The approach to additional annual leave should be considered by teams working together taking into account both personal and service needs. Employees should give adequate notice when requesting additional annual leave. Wherever possible this should be a minimum of four weeks' notice for periods of one working week or more, and a minimum of two weeks' notice for periods of less than one working week.

4.2.2 Employees are responsible for completing and submitting the relevant form to their line manager for approval before forwarding to the Human Resources Department. Managers will endeavour to agree all reasonable requests for additional annual leave however, employees should ensure that requests are authorised prior to confirming any holiday bookings. The PCT will not accept any responsibility for any loss of money if bookings are made without prior authorisation of additional annual leave.

## **5 Equality and Diversity**

5.1 The PCT is committed to:

- Eliminating discrimination and promoting equality and diversity in its Policies, Procedures and Guidelines, and

- Designing and implementing services, policies and measures that meet the diverse needs of its population and workforce, ensuring that no individual or group is disadvantaged.

5.2 To ensure the above, this Policy has been Equality Impact Assessed.

5.3 Details of the assessment are available on the PCT's website or by calling the PCT on (01482) 344700.

## **6 NHS Constitution**

6.1 The PCT is committed to:

- the achievement of the principles, values, rights, pledges and responsibilities detailed in the NHS Constitution, and
- ensuring they are taken account of in the production of its Policies, Procedures and Guidelines.

6.2 This Policy supports the NHS Constitution insofar as it gives the right to fair treatment regarding leave, rights and flexible working and other statutory leave requests relating to work and family, including caring for adults they live with.

## **7 Purchasing Additional Annual Leave**

7.1 The minimum amount of annual leave to be taken by all employees is 5.6 working weeks per year, inclusive of Bank Holidays. An employee's annual leave week relates to their contractual working hours per week. Please refer to the Annual Leave Policy for more information.

7.2 Employees can request to purchase additional annual leave at any time within the leave year. If an employee purchases additional annual leave, they do so at their normal salary rate. If the request for additional annual leave is approved, the individual's salary will be reduced by the additional hours purchased prior to the additional annual leave being taken. This will normally be in the month the Payroll Department would receive the approval request. Where this is not possible, e.g. if an employee requests the maximum two weeks additional annual leave, payment can be spread over a period of time, not exceeding six months.

7.3 Employees must be aware that due to a salary reduction, any additional hours being purchased may consequently affect their salary benefits. For example, any redundancy calculation and subsequent payment will be affected if payment for additional annual leave is made at the same time as that of a redundancy calculation. It is advisable that employees seek advice from either the Human Resources Directorate or the Payroll Department prior to submitting their request.

7.4 Employees wishing to purchase additional annual leave must complete the request form which can be found on the U: Drive, Corporate Templates and Forms (Human Resources). This form can also be found on the PCT Staff Intranet. Employees must seek line manager approval before submitting the completed form to the Human Resources Team. If an employee's request is not approved and the employee feels aggrieved they should follow the PCT's Grievance Procedure or seek further advice and guidance from the HR Department.

## **8 Monitoring Compliance with and Effectiveness of this Supplemental**

8.1 Compliance with and effectiveness of this supplemental will be monitored via the submissions for the request for additional annual leave through the Human Resources Department.

## **9 Associated Documentation**

- Annual Leave Policy
- Flexible Working Policy

## **10 Review**

10.1 This supplemental Policy will be incorporated in the PCT's Annual Leave Policy, which is currently being reviewed.