



Overview

The Annual Leave Purchase Scheme forms part of the University's benefits package and aims to give staff additional flexibility to take time off for reasons not normally covered by other time off policies to help achieve a better work-life balance.

Throughout the Deputy Vice-Chancellor and Chief Financial Officer Roadshows, we had brilliant suggestions from colleagues to help address the University's financial challenges. Based on this feedback, the Annual Leave Purchase Scheme will be opening for a second enrolment window in the 2023/2024 holiday year and the maximum number of days available to purchase in this window will increase from 1 week to 2 weeks (pro rata for part-time staff).

- There will be an open enrolment period in March to allow staff to enrol and line managers to review and approve. Enrolment will be online via the Employee Hub and should be approved if the set eligibility criteria is met.
- The scheme will allow staff members to purchase up to an additional two-week's annual leave (pro-rata for part-time staff). Time purchased will be worked out in hours to support different work patterns. The two weeks maximum is inclusive of any purchased leave from the previous enrolment window for this holiday year (2023/2024).
- All staff members are eligible except for those on fractional, term-time only contracts.
- There is specific guidance around treatment for staff on fixed-term contracts; staff who change roles within the annual leave period and staff who go on a leave of absence such as maternity leave within the scheme guidelines and frequently asked questions (FAQ's).
- Purchase amounts will be deducted as salary sacrifice from April 2024 until September 2024 for all staff regardless of their normal year. The deduction window for the March enrolment window is consistent for all staff to ensure it is applied fairly and equitably and enables more of the deductions to be made during the current financial year which further helps to address the University's financial challenges.
- Additional annual leave purchased must be taken within the remainder of the employee's holiday year (either by September 2024 or December 2024). If, having bought additional holiday, the employee fails to take it before the end of the relevant holiday year, the leave will be lost altogether. In these circumstances, no compensatory payment will be made. Carry-over of leave will be considered in line with the existing annual leave policy ie a maximum of five days (pro-rata) in exceptional circumstances, only with agreement of the Head of School/Department or designated person.
- Applications must be reviewed by the employees line manager and either approved or rejected within the dates of the enrolment window. The University reserves the right to refuse an employee's application to buy annual leave in exceptional circumstances when an application would cause significant business or operational detriment. Only requests that meet the eligibility criteria and do not require colleagues to unreasonably cover the work and do not incur additional costs more than the salary deduction amount through backfill or cover for roles that purchase additional leave are to be approved. Prior to declining an application, managers should speak to their HR Business Partner about any exceptional circumstances.

Please note that if the application is declined, you will need to speak to the staff member to ensure they are aware of the reasons for the decision.

The full scheme guidelines are available on the HR web site at:

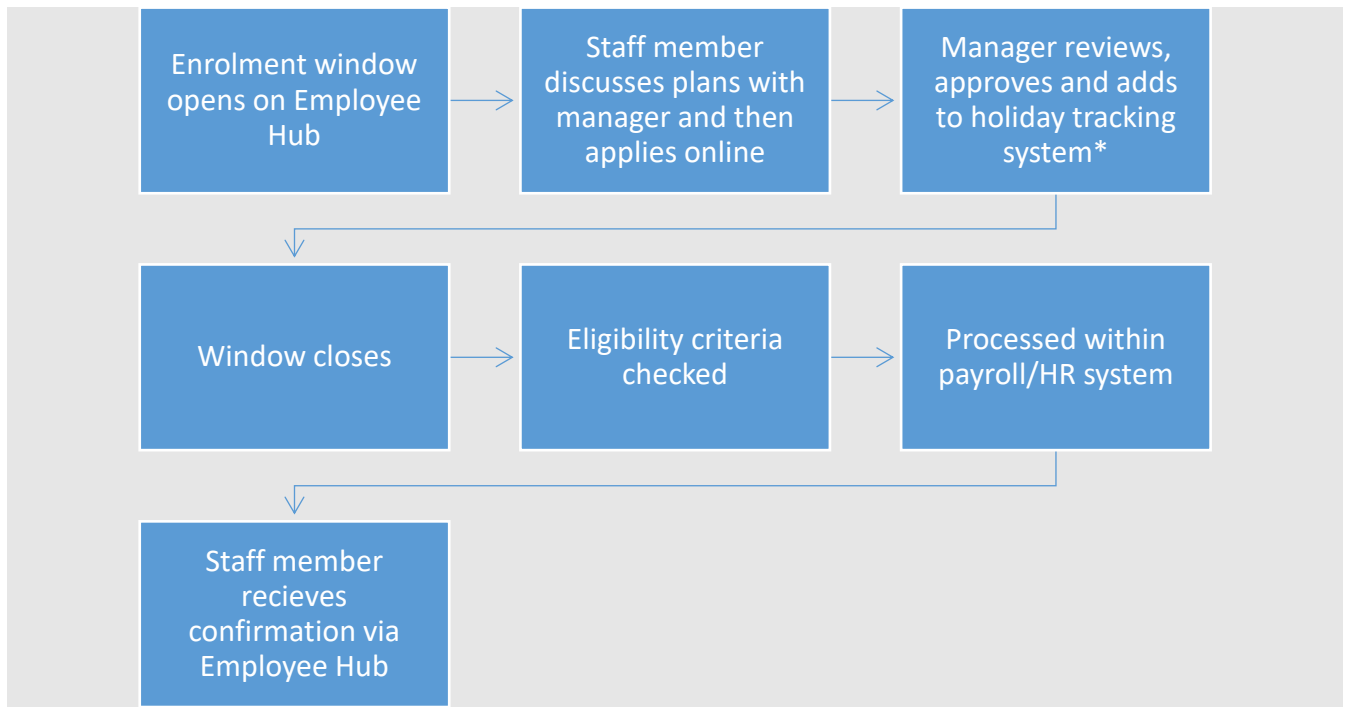
<https://www.nottingham.ac.uk/hr/guidesandsupport/absenceandannualleave/annualleave/index.aspx>.

Eligibility

Note: Staff must **not** be on a fractional, term-time only contract

In exceptional circumstances, whereby the additional annual leave will have significant organisational/operational detriment, managers should speak to their HR Business Partner (<https://www.nottingham.ac.uk/hr/aboutus/hr-business-partnering.aspx>) prior to declining the enrolment, in most cases it is expected that the request will be approved.

Process



Manager's role

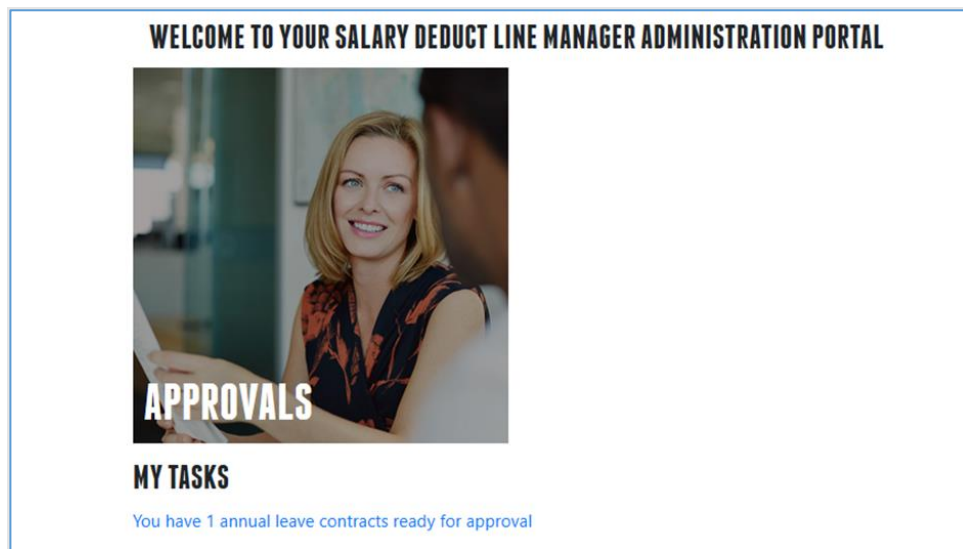
Managers have until the end of the enrolment window to approve any applications for additional purchased annual leave.

When an employee makes an application to purchase additional annual leave, as part of their application they are required to enter the name and email address of the person who is responsible for approving their annual leave requests, known as the 'line manager' on the application. As company email addresses have few formats, please make sure you use the correct format as shown in the email requesting you to change your password, your approval worklist on the system will be linked to this email address. This should be:

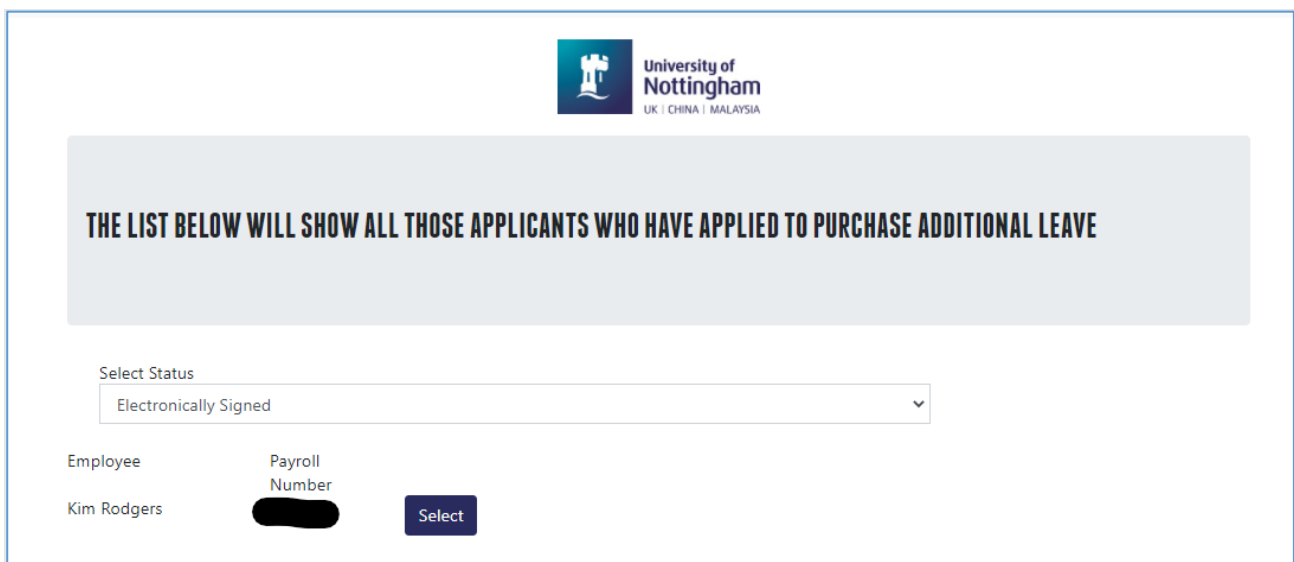
Firstname.Surname@nottingham.ac.uk.

Once an application has been made, you will receive an email from the Employee Hub to notify you of any enrolments and asking you to review and approve the enrolment. To approve the enrolment, log into the Annual Leave Purchase Scheme system using the specific link sent to you within the email. If this is the first time you have used the manager section of the Employee Hub, you will need to register when you log in. The link will take you to the page below, as you can see, there is one application awaiting approval, click on the link.

For any issues logging into the Employee Hub, please contact our Benefit provider, Pluxee on 01908 303498.



You can then see any applications which are waiting for approval.



Select the application and you will then be navigated to a page, which will give you more information on the application. Check the staff member's eligibility by ensuring they are not on a fractional, term-time only contract. If everything is ok, click on "approve this application".

Select Status
Electronically Signed

Employee
Kim Rodgers

Payroll Number
[REDACTED]

Select

APPROVAL TASKS

Employee:
Kim Rodgers

Payroll Number:
[REDACTED]

Enrolment Date:
11/08/2021

CHOICE DETAILS

Current Holiday Entitlement
204.00

Annual Salary
[REDACTED]

Weekly Hours
34.00

Hours Requested
10.00

Approve This Application

Reject This Application

You should only decline the application for the following reasons:

- 1) The staff member is on a fractional, term-time only contract.
- 2) You have spoken to your HR Business Partner to discuss a significant organisational/operational detriment that approving the enrolment would cause.

Useful resources

- **Frequently Asked Questions (FAQs)** - for Line Managers are available on the Employee Hub at: <https://www.uonemployeehub.com/annual-leave-purchase.aspx>
- **Sample annual leave spreadsheet** - includes an option to add in the number of hours purchased through this scheme (<https://www.nottingham.ac.uk/hr/guidesandsupport/absenceandannualleave/annualleave/index.aspx>)
- **Pro-rata annual leave calculator** - can be used to help calculate holiday entitlement for leavers and has been updated to factor in the annual leave purchase scheme (<https://www.nottingham.ac.uk/hr/guidesandsupport/absenceandannualleave/annualleave/calculators.aspx>)