



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.

- The scheme allows staff members to purchase up to an additional one-week's annual leave (pro-rata for part-time staff). Time purchased will be worked out in hours to support different work patterns.
- There will be an open enrolment period in August/September* each year to allow staff to enrol. Enrolment will be online via the Employee Hub and should be approved if the set eligibility criteria is met.
- 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 in line with holiday years, so that both staff and the University can benefit from additional tax and NI savings where annual leave is purchased.

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

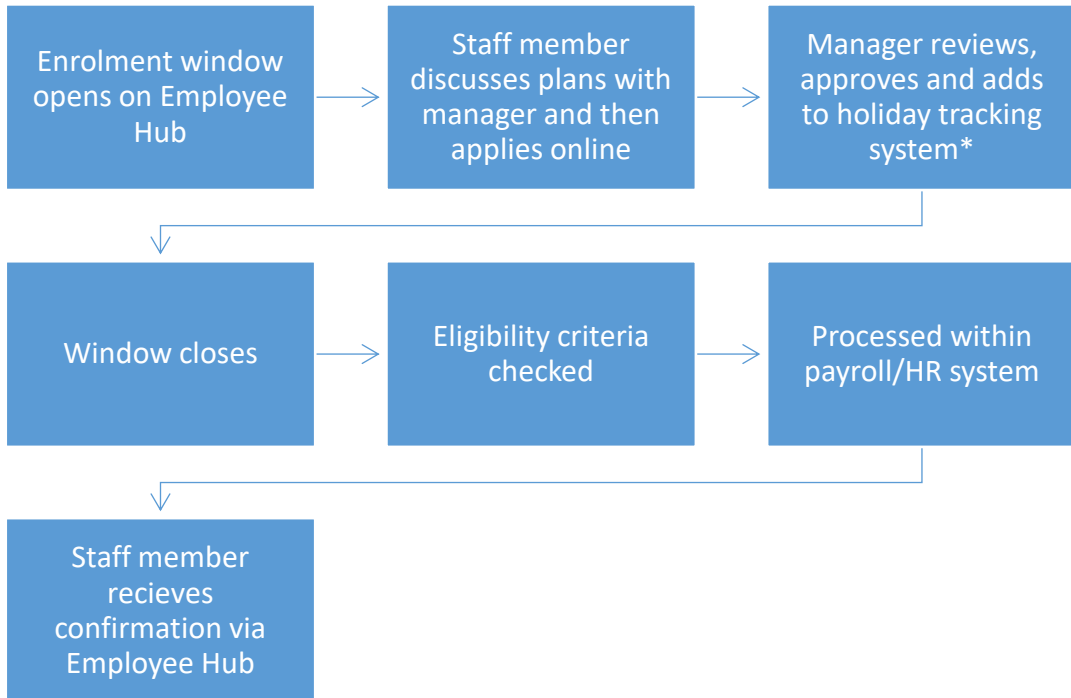
<https://www.nottingham.ac.uk/hr/guidesandsupport/absenceandannualleave/annualleave/index.aspx>.

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

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.

WELCOME TO YOUR SALARY DEDUCT LINE MANAGER ADMINISTRATION PORTAL



MY TASKS

You have 1 annual leave contracts ready for approval

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

THE LIST BELOW WILL SHOW ALL THOSE APPLICANTS WHO HAVE APPLIED TO PURCHASE ADDITIONAL LEAVE

Select Status
Electronically Signed

Employee
Kim Rodgers

Payroll
Number
[REDACTED]

Select

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

- **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>)