



Enhanced Annual Leave Scheme

Title	Enhanced Annual Leave Scheme
Who should use this	All Staff
Author	SAC
Approved by Management Team	
Reviewer	PA & Office Manager
Review Date	September 2019

Review History

REVIEW NO.	DETAILS	RELEASE DATE
1	INCREASE TO MAXIMUM NUMBER OF HOURS WHICH CAN BE PURCHASED.	16/01/17
2		
3		
4		
5		
6		

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1. INTRODUCTION

- 1.1 As part of the Board's commitment to flexible working, this scheme allows employees the opportunity to supplement their existing annual leave entitlement. The Board recognises the growing demands placed on employees to try to achieve a work-life balance and by allowing flexibility in working arrangements, can assist with accommodating individual circumstances in line with the needs of the service.

2. SCOPE OF THE POLICY

This policy applies to all employees of Ayrshire Valuation Joint Board.

3. DEFINITIONS

- 3.1 The scheme allows employees to buy annual leave through the purchase of additional hours to increase their leave entitlement. Many employees, especially those on basic annual leave entitlement, will choose to enhance their existing entitlement by buying and using them throughout the leave year.
- 3.2 The maximum number of hours that can be purchased per year cannot exceed 2 weeks i.e. 2 x the equivalent of an employee's contractual hours, e.g., 35 hours for full time employees, pro-rata for part-time employees.

4. GENERAL PRINCIPLES

- 4.1 The general criteria for being able to apply for enhanced leave include the following:
- Applications for enhanced leave must be made to the Nominated Senior Officer (or appointees) by no later than the specified date each year.
 - Applications must be made on form EL/BL/01/15 and should include the amount of leave to be bought.
 - All approvals for enhanced leave under the terms of the scheme are subject to the needs of the service and will be considered by the appropriate manager within 14 days of receiving the request.
 - Managers should take into account other leave requests submitted from employees, the number of periods of enhanced leave already taken by the employee and any service need requirements.
 - Where an employee withdraws from participating during a leave year, they will be entitled to take pro-rata additional leave that has already been purchased, and this leave must be taken during the leave year to which it relates. There will be no refund for leave already purchased which the employee has not used at the time of withdrawing from the scheme. At the date of withdrawal, the agreement will cease and payments will no longer be deducted from the employee's pay.
 - Where necessary, recalculations will be made to take into account any subsequent changes such as salary or work pattern.
 - Normal rules will apply for annual leave for those who terminate their employment.

- Employees with fixed work requirements ie term time employees, are able to buy leave, subject to the needs of the service, which can be used at times agreed with their the Nominated Senior Officer (or appointee).
- Where an employee is offered a new post, the employee and the new line manager must discuss prior to appointment, any existing enhanced leave arrangements.
- Where the manager is unable to grant the request the employee has the right of appeal. Any appeal should be made in writing to the Nominated Senior Officer within 14 days of notification of the decision. The Nominated Senior Officer, or other nominated Officer, will hear the appeal and respond within 14 days. The procedure will end at that stage and there will be no further right of appeal.

5. SERVICE REQUIREMENTS / ATTENDANCE FOR BUYING ANNUAL LEAVE

- 5.1 Employees participating in the scheme are expected to demonstrate a good level of attendance. To ensure consistency across the Board, the level of attendance is set at 97% and excludes any absence covered by Equalities legislation. However, managers are expected to review each case on an individual basis and take into consideration previous records of attendance and the reasons for any absence(s). For example, a manager may authorise an application from an employee whose attendance has fallen below 97% due to treatment for a medical condition, and who in previous years has demonstrated a good level of attendance.
- 5.2 Employees on maternity leave are able to participate fully in the scheme. Periods of maternity leave do not count as non-attendance for the 97% attendance level. As with all other employees, they must apply to take part in the scheme prior to the start of the new annual leave year.
- 5.3 Employees who enter the scheme and subsequently fail to achieve an acceptable attendance record will have their case reviewed under the Board's Maximising Attendance Policy. Depending on the circumstances of the case, an employee's participation in future years may be withdrawn.

6. BUYING ANNUAL LEAVE AND HOW IT IS CALCULATED

- 6.1 SAC Payroll will make deductions direct from an employee's salary over the leave year. Payments may be adjusted in line with any changes in salary e.g. pay award.
- 6.2 The deductions taken from an employee's salary, over the leave year, are calculated as follows:
- Number of hours requested x hourly rate***
- 6.3 Employees must assess the impact of deductions on their salary before making an application to buy leave.
- 6.4 When buying annual leave, the maximum number of hours that can be purchased cannot exceed 2 x the equivalent of an employee's normal contracted working hours, pro rata for part time employees.



EL/BL/01/15

SCHEME OF ENHANCED LEAVE – APPLICATION FORM

Sections 1, 2 and 3 to be completed by the employee

Section 4 to be completed by the employee's nominated senior officer

Before completing this form, please refer to the Notes of Guidance (Appendix 2).

1. EMPLOYEE/POST DETAILS - To be completed by the employee.	
Name:	Employee Number:
Job Title:	Section:
Work Location:	Contracted Weekly Hours:
Correspondence address and e-mail:	
2. BUYING LEAVE	
Please state the number of hours leave you wish to buy: <i>(Please note this cannot exceed 2 x your contracted weekly hours)</i>	

3. EMPLOYEES AUTHORISATION FOR DEDUCTIONS FROM PAY

I have read and understood the conditions of the scheme of enhanced leave and authorise the Board to deduct the appropriate sums of money from my pay, each month. I understand that if my pay changes, the amount of money deducted from my pay will be amended accordingly.

EMPLOYEE - SIGNATURE: _____

EMPLOYEE – PRINT NAME: _____

DATE: _____

4. AUTHORISATION FOR ENHANCED LEAVE- completed by the Nominated Senior Officer (or appointee)

Enhanced Leave Application:

Approved

Not Approved

NOMINATED SENIOR OFFICER (APPOINTEE'S)

– SIGNATURE: _____

– PRINT NAME: _____

DATE: _____

If a request for enhanced leave is approved, this form should be forwarded to Board's Personnel Representatives.

SCHEME OF ENHANCED LEAVE Notes for Completion

Please ensure you read these notes carefully before completing the application form.

1. PERSONAL DETAILS

Please ensure that **ALL** details are completed i.e. your full name, employee number, job title, section, work location, weekly contractual hours and your chosen correspondence address. Please note that you will find your employee number detailed on your pay slip.

2. BUYING LEAVE

You must clearly state the **number of hours** you wish to buy. The maximum amount of leave you can buy can be no greater than 2 x your weekly contractual hours. Please note that you cannot carry forward the bought leave into the next leave year.

3. DEDUCTIONS FROM PAY

You must sign the form to authorise payroll to make deductions from your pay. If this form is not signed, it will automatically be returned for you to sign which may cause a delay in the commencement of payroll deductions.

4. MANAGERS AUTHORISATION

Your manager must approve or reject the application for enhanced leave. The form must be signed and dated by the Nominated Senior Officer (or appointee).

5. HUMAN RESOURCES

It is the responsibility of the Nominated Senior Officer to ensure this form is forwarded to the Boards Personnel Representatives. The Boards Personnel Representatives will make arrangements for a copy of this form to be retained in your personal file, and for payroll to make the appropriate deductions from your pay.

Note:

- Please ***print clearly and use black ink to complete the form.***
- ***If you require assistance in completing this form, please contact the Boards Personnel Representatives.***
- ***Before completing this form, please ensure you have read and understood the Scheme of Enhanced Leave.***