



**GlasgowLife**<sup>™</sup>

Buying additional annual leave scheme

## 1. Introduction

We are committed to supporting employees to achieve a healthy work life balance and recognise the benefits of flexible working practices in accommodating individual circumstances in line with the needs of the service. As part of Glasgow Life's flexible working arrangements, this scheme provides employees with the opportunity to supplement their existing annual leave entitlement by purchasing additional annual leave.

## 2. Definition and scope

'Buying leave' enables an employee to purchase additional days of annual leave to increase their leave entitlement in any one leave year. Employees can apply to purchase up to a maximum of the equivalent of three weeks of annual leave, pro rated for employees on alternative work patterns. All leave purchased must be taken during the leave year to which it applies. Employees who wish to buy additional annual leave must reapply each year. Approval of any additional annual leave requested is not guaranteed and is subject to the needs of the service.

## 3. Eligibility criteria

Employees are required to have 26 weeks continuous service in order to be eligible to apply.

## 4. Application procedure

The employee should discuss the application with their line manager in the first instance. The employee should then complete and submit the **buying additional annual leave application form** to their line manager for consideration.

Once the request has been received, the line manager will consider this and confirm the decision to the employee within 14 days of the request being received. The line manager will consider the application fully, taking into account the effect of granting the request on the operational requirements of the service. Managers have the right to decline a request if they feel granting the additional annual leave will adversely impact service delivery or incur additional cost, such as providing cover arrangements.

If the request is approved, it will remain in place for the duration of the leave year. Approved applications will be recorded and the days taken recorded and authorised in the usual way. The agreement cannot be cancelled once approved.

If the application is declined, the manager will detail the reasons for this on the buying additional annual leave application form and confirm this to the employee.

The employee may wish to consult their trade union representative at any stage of this process.

## **5. Appeals**

If the request to purchase additional annual leave is declined, the employee if they wish can appeal in writing to their Head of Service within 14 days of receiving the decision. The employee should outline the reasons for their appeal, and why they believe their request should be accommodated.

The Head of Service (or someone nominated by them) will review their application and notify the employee of their decision in writing within 14 days of receipt of the appeal. This is the last stage of the appeal process and this decision will be final.

## **6. Salary adjustments**

The employee will be required to repay the cost of additional annual leave through one of the following options:

- One lump sum deduction for the full amount from the first available pay period following approval of their purchase;
- Equal monthly deductions from the employee's pay, spread over the remainder of the leave year from the date of purchase;
- Equal monthly deductions from the employee's pay, spread across the rolling year from the date of purchase.

The instalments/lump sum may be adjusted if there is an increase/decrease in salary.

## **7. Repayments**

If an employee leaves Glasgow Life before the end of the leave year, they will be required to pay any amount owed to the Glasgow Life in respect of this leave from their final salary.

## Appendix 1 - Buying additional annual leave flowchart

