



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	2022

Review History

REVIEW NO.	DETAILS	RELEASE DATE
1	Increase to maximum number of hours which can be purchased.	16/01/17
2	Policy amended to allow requests for special leave to be made throughout the year rather than at a specific time	10/10/18
3	Policy amended to allow requests to made via Rewired application form	10/10/18
4	Clarification added on the 97% attendance. Clarification on notification to line managers prior to completion of the on-line application.	November 2019
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Scheme of Enhanced Leave

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

- 2.1 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. Please note that bought leave cannot be carried forward into the next 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.
- 3.3 Repayment of purchased annual leave will be spread evenly over the leave year, (i.e., between the period 1 January to 31 December subject to 4.1 below).

4. General Principles

- 4.1 The general criteria for being able to apply for enhanced leave include the following:
- Employees considering applying for enhanced leave should in the first instance notify their line manager of their intention to apply. The Line Manager will then notify with the Boards Personnel Representatives in order that service delivery and attendance can be considered.
 - Applications for enhanced leave can be made to the Nominated Senior Officer (or appointees) at any point throughout the year. However employees must be mindful of the fact that the later in the leave year that enhanced annual leave is purchased, the higher the repayments will be, as repayment must be completed by 31 December of that year.
 - Employees must apply [here](#) online via South Ayrshire Council Rewired detailing 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% (the calculating factor is number of days sickness in the 12 months preceding the application divided by 261) 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 Framework for Maximising Attendance at Work. 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 Employees must apply for leave using the online form available on South Ayrshire Council's Rewired (please see 4.1 above). Applications will then be sent to the Nominated Senior Officer (or appointee) for approval. When approved, the employee

will receive an email notification and South Ayrshire Council Employee Services will make payroll deductions directly from the 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 applying for additional 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.