Buying Additional Leave Scheme

1. Introduction
1.1 The Buying Additional Leave Scheme has been introduced to support staff members’ work-life balance and to enable the University to make cost savings. Under the Scheme staff can request to exchange a portion of their salary for up to 10 days additional annual leave per annual leave year. The granting of requests is subject to approval by the Head of Budget Centre, who must be satisfied that the work requirements of the area can still be met and that granting additional leave is in the management interest.

1.2 The University provides generous leave arrangements, with full time staff entitled to 25 days annual leave plus seven University closed days in addition to eight statutory holidays. Additional leave is an extension of annual leave and should be used for the same purposes as standard annual leave, such as a holiday. The Scheme does not replace or restrict the use of any existing unpaid leave practices, or the discretion of line managers to grant unpaid leave in exceptional circumstances on an occasional basis.

1.3 The University has in place a number of schemes to support work-life balance that staff may want to consider alongside Buying Additional Leave. These include a Career Break Scheme, Flexible Working Guidelines and Family Leave Arrangements. These are available from www.intranet.birmingham.ac.uk/hr/attendance/ or on request from your Human Resources Team.

1.4 The provisions of the Scheme do not form part of the terms and conditions of employment and, as such, the University reserves the right to withdraw the Buying Additional Leave Scheme without notice or consultation at any time.

2. Eligibility
2.1 The Scheme is open to all staff whose terms and conditions of employment specify a 25 day annual leave entitlement (or equivalent in hours or a pro-rata equivalent), and who have completed six months’ continuous service at the time of making the request. Conditions of employment for Academic staff do not specify a fixed annual leave entitlement, and Academic staff should therefore continue make their own arrangements in consultation with their Head of Budget Centre to take annual leave.

3. Requesting additional leave
3.1 Full time staff can request to buy up to 10 days additional leave per annual leave year. For staff who work part-time, the maximum number of additional days is calculated pro-rata and would be the equivalent of two working weeks.

3.2 Requests should include both the number of additional days leave requested and the dates on which the leave would be taken.
3.3 Staff should discuss their request in principle with their line manager before completing the attached form and forwarding it to the Head of Budget Centre for approval. Forms should be submitted by the deadlines below:

3.3.1 Academic Related staff
The annual leave year for Academic Related staff runs from 1 October to 30 September. There are two deadlines for making requests:

- **30 September.** This is the main deadline and is for requests for up to 10 days additional leave to be taken at any point during the next annual leave year (1 October–30 September).
  
  and/or

- **31 March.** This is an additional deadline half-way through the annual leave year. Staff can request up to five days leave to be taken during the second half of the current annual leave year (1 April–30 September). The total number of additional leave days taken during the entire annual leave year must not exceed 10 days. (If staff wish to take more than five days leave during this period, that request should be made by the earlier 30 September deadline.)

3.3.2 Support Staff
The annual leave year for Support staff runs from 1 January to 31 December. Staff can request a maximum of 10 days additional leave during this period. There are two deadlines for making requests:

- **At least 5 working days before the start of the Christmas break.** This is the main deadline and is for requests for up to 10 days additional leave to be taken at any point during the next annual leave year (1 January–31 December).
  
  and/or

- **By 30 June.** This is an additional deadline half-way through the annual leave year. Staff can request up to five days leave to be taken during the second half of the current annual leave year (1 July–31 December). The total number of additional leave days taken during the entire leave year must not exceed 10 days. (If staff wish to take more than five days leave during this period, that request should be made by the earlier Christmas break deadline.)

3.4 If leave is requested for dates that fall soon after the deadline, the request should be submitted well in advance of that deadline to allow proper time for consideration.

3.5 Heads of Budget Centre may consider requests for additional leave made outside of the deadlines above at their discretion.

3.6 Retrospective requests to purchase additional leave cannot be made under the Scheme.

4. **Paying for additional leave**
4.1 Each additional day of leave is bought with a day’s salary. For full-time staff, the cost of a day’s annual leave will be calculated as:
• Annual salary ÷ number of working days in the annual leave year (260 days) = cost of an additional day’s leave.

4.2 Staff who work part-time, work a variable number of hours on each working day, work shifts or work term-time only should consult the Payroll Department for the correct calculation of an hour’s or a day’s pay.

4.3 The cost of approved additional leave will be deducted from the staff member’s salary. This will be either as one lump sum or can be spread over six months. Payments will begin from the first pay roll after the request has been agreed. If the staff member’s salary changes between leave being paid for and leave being taken, the difference owed by either the staff member or the University will be adjusted by the Payroll Department. If the staff member leaves the University’s employment before the payments have been completed, the total amount owing will be deducted from the final salary payment.

5. Consideration of the request
5.1 Heads of Budget Centre will consider all requests fairly and on the basis of the operational needs of the staff member’s work area. This will include particular consideration of:

• Workload (individual and/or team) during the proposed leave period
• Impact on other staff members’ workloads and the need to avoid staff being overloaded
• Potential impact on the unit’s performance and/or levels of service
• Periods of leave being taken by other staff members that coincide with the request
• Any other relevant operational issues

5.2 Additional leave requests may be refused for operational reasons. In some instances an alternative period of leave may be suggested. If an alternative arrangement is agreed, a new request form should be completed to reflect this. If a request is refused and an alternative arrangement cannot be agreed, the staff member will be informed of the reasons for refusal in writing.

6. Changing additional leave dates
6.1 Where additional leave is agreed, the working principle is that there is a specific need for the leave and that it will therefore be taken on the dates agreed.

6.2 If a staff member is unable to take their additional leave on the agreed dates, they and their line manager should identify alternative dates in that annual leave year when the leave can be taken.

6.3 To prevent the accrual of large amounts of leave, staff will not be able to carry additional leave into the next annual leave year.

6.4 In exceptional circumstances, where it has not been possible for additional leave to be taken or rescheduled, the University will consider refunding the cost of the additional leave to the staff member.
Buying Additional Leave Request Form

To be completed by the member of staff:

1. Personal Details

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll number</td>
<td></td>
</tr>
<tr>
<td>College/Budget Centre</td>
<td></td>
</tr>
<tr>
<td>Job Title</td>
<td></td>
</tr>
</tbody>
</table>

2. Additional Leave Request

| Continuous service start date |  |
| Number of days additional leave requested, (a maximum of 10 days can be requested per annual leave year, pro rata to hours worked). |  |
| Dates on which the additional leave will be taken. If the additional leave will be taken in conjunction with standard annual leave, (e.g. 5 days standard leave + 5 days additional leave), please indicate this here too. |  |
| Number of annual leave days you are entitled to (or have remaining) in the relevant annual leave year. Please include any annual leave you have carried over or additional leave days you already have. |  |

3. Payment Method

I agree to pay for my additional leave by (please tick one option):

| One lump sum deduction for the entire amount owed, to be made in the first available payroll following approval of the request and receipt of this form by the Payroll Department. |  |
| By making a deduction over a period of weeks or months (to a maximum of 6 months), starting from the first available payroll following approval of the request and receipt of this form by the Payroll Department | Please state the number of weeks or months: |
4. Working Pattern

<table>
<thead>
<tr>
<th>Working Pattern</th>
<th>Please tick one option</th>
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<tbody>
<tr>
<td>A Full time</td>
<td></td>
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<tr>
<td>B Part time – same number of hours worked each day over 5 days</td>
<td></td>
</tr>
<tr>
<td>C Part time – same number of hours worked each day over less than 5 days.</td>
<td>Please specify number of days worked a week</td>
</tr>
<tr>
<td>D Part time – different hours worked each day.</td>
<td>Please specify number of hours worked a week</td>
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I have read and understood the terms of the Buying Additional Leave Scheme.

Signed:
Date:

Please forward a copy of this form to your Head of Budget Centre for approval
## Buying Additional Leave Request Form

**To be completed by the Head of Budget Centre**

<table>
<thead>
<tr>
<th>Outcome of request</th>
<th>Please select one option</th>
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<tbody>
<tr>
<td>I agree to the request for buying Additional Leave as set out above.</td>
<td></td>
</tr>
<tr>
<td>I have not agreed to a request for Additional Leave and have explained the reasons for this in writing to the employee.</td>
<td></td>
</tr>
</tbody>
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**Reasons for rejecting the request (where applicable):**

Signed:  
Date:  

*Please forward a copy of this form to the Payroll Department*

**For Payroll use only**

<table>
<thead>
<tr>
<th>Annual salary</th>
<th>Number of days worked per annum</th>
<th>Cost of one day</th>
<th>Number of days</th>
<th>Total cost</th>
<th>Number of instalments</th>
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