

Worcester City Council

ADDITIONAL ANNUAL LEAVE

PURCHASE POLICY

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1 Introduction

As described in our People Strategy, the Council is committed to improving the overall quality of our employment package and improving the well-being of our workers.

- 1.1** To this end this policy will allow employees to purchase up to 5 additional days in each leave year for whatever purpose they wish.
- 1.2** The scheme will operate on a salary sacrifice basis so that employees pay less tax and national insurance contributions and the Council will see a small reduction in employer national insurance contributions. Pension contributions and entitlement will not change. The deductions will be taken monthly for 12 months of the applicable leave year. If the application is granted during the current leave year, all deductions will be taken over the remaining number of months available in the year. The Council will realise additional savings through an overall reduction in the pay bill, but achieving this is not the primary motive for running the scheme.

2. Eligibility and Conditions

- 2.1** To be eligible for the scheme an employee must be employed on a permanent contact or a fixed term contract with more than 12 months remaining. In addition they must earn enough so that their pay after the salary sacrifice deduction does not fall below the national living wage.
- 2.2** The salary sacrifice will reduce net pay so it may have a small impact on employees benefit entitlements.
- 2.2** If an employee leaves the Council for whatever reason, they will be required to repay the outstanding value of any additional days leave taken from their final salary.

3. How the Policy will work

- 3.1** All requests for additional leave are subject to approval by the the Head of People services.
- 3.2** The costs will be deducted in equal amounts across the leave year. The best time to apply is around a month before your leave year starts so that we can arrange to have the costs spread over a full 12 months. You can apply at any time during the leave year but that will involve larger monthly deductions over a shorter period.

- 3.3** Applications should be made should be made to People Services using the Additional Annual Leave Application Form available from the Staff Room. People Services will arrange for the appropriate deductions to be made and add the additional leave on worklife.