

# **Buy, Bank & Unpaid Leave**

## **Managers Guide**



V2 – Oct 20

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## Introduction

The Buy, Bank and Unpaid Leave Scheme gives employees the opportunity to supplement your existing annual leave entitlement.

It is recognised that there are growing demands placed on employees to try and achieve a work-life balance. By allowing flexibility in working arrangements, this scheme can assist with accommodating individual circumstances subject to the needs of your Service.

All applications to Buy and/or Bank Leave **must be received and authorised by the manager no later than 11<sup>th</sup> December 2022.**

## Bought Leave

An employee can purchase additional hours of leave to increase their leave entitlement up to a maximum of their contractual hours (one normal working week excluding overtime).

Bought leave must be the first leave you use in the leave year.

## Banked Leave

An employee can save a fixed amount of your annual leave, up to a maximum of their contractual hours (one working week excluding any overtime) to bank in the current leave year, to use in the following leave year. If they are a term time worker, they are unable to bank annual leave.

Employees **can** bank a maximum of 42 hours (for 35-hour workers) and 44.4 hours (for 37-hour workers) for this year only – this is an increase to the usual 35 and 37 hours maximum. to bank in the current leave year, to use in the following leave year.

Employee may have the option to both buy leave and bank leave. Subject to the conditions of the scheme and the employee meeting the required criteria.

## Authorisation

All reporting managers will receive an email communication confirming that an employee has made a Buy and/or Bank Leave request via MySelf.

Managers should log into MyTeam and view their To-do List to approve/reject employee's requests for Buy and/or Bank Leave. Full guidance details are available in the Buy & Bank Leave Manager Guide (myTeam) on how to approve/reject requests via myTeam. Subject to the conditions of the scheme and the employee meeting the required criteria.

## Key steps in the process

| Step | Task   | Who does it  |
|------|--|--------------|
| 1    | Employee submits request to Buy, Bank or for Unpaid Leave  | Employee     |
| 2    | Manager receives request and checks that employee is eligible and has met criteria (for buy and bank only) | Line Manager |

|   |   |                                     |
|---|---|-------------------------------------|
| 3 | Manager approves/rejects request via MyTeam   | Line Manager                        |
| 4 | Reports generated at beginning of January on approved requests for further criteria checks to be made by HR Operations Teams in Employee Service Centre | Workforce, Systems & Analytics Team |
| 5 | HR Operations teams check authorised requests have still met criteria   | HR Operations Team                  |
| 6 | HR Operations upload deduction amounts to iTrent  | HR Operations Team Leads            |
| 7 | Leave balances adjusted on iTrent   | Workforce, Systems & Analytics Team |

### **What do I do as a manager need to know?**

You should ensure you check that employees are eligible to apply and have the essential criteria, such as

Ensure that the employee has worked at least one calendar year

Ensure that hours requested do not exceed the contracted hours worker per week, per position.

Confirm that the number of hours requested to be banked does not exceed the number of annual leave left in the current year.

### **How do I get further help with this?**

Further guidance is available in the following.

Buy & Bank Leave Scheme Employee Guide

Buy & Bank Leave Scheme Employee Guide (MySelf)

Buy & Bank Leave Scheme FAQ's

Buy & Bank Leave Managers Guide (myTeam)

Alternatively contact People Helpdesk Team on [esc-helpdeskteam@northlan.gov.uk](mailto:esc-helpdeskteam@northlan.gov.uk) or 01698 403 151