

**Buy and Bank Employee Guidance**

## Eligibility Criteria for Employee's application process

There are a number of set criteria for an application which the employee must read fully prior to making an application. These are:

**PLEASE NOTE THAT THERE ARE STRICT CRITERIA WHICH MUST BE ADHERED TO, FOR ALL BUY/BANK/UNPAID LEAVE APPLICATIONS:**

- 1) All applications for Buy/Bank/Unpaid Leave must be applied for through the mySelf portal by **Sunday 11th December 2022**.
- 2) Banked leave can only be used the following leave year. A reminder also that all previous leave must be used no later than 31st January.
- 3) You must have worked for NLC for 1 complete annual leave year to request Buy & Bank Leave.
- 4) You must have taken a minimum of 28 days including public holidays in the leave year to apply to bank leave.
- 5) You cannot apply to buy leave for more HOURS than you work in any post.
- 6) You 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.
- 7) You cannot Bank more hours than you have left remaining within your holiday entitlement for the current leave year.
- 8) Any employee entering into a salary sacrifice arrangement (i.e. Bought Leave) must continue to pay a minimum of £1 in National Insurance contributions each pay **and** meet National Minimum Wage Criteria.
- 9) You cannot apply to bank leave if you are a **term time** employee.

10) Please don't apply to bank any leave which you intend to use in January.

You may apply for all three types of leave in line with the conditions detailed above.

Please note - incomplete or late applications will not be accepted, and your application will be subject to the above conditions being met.

The Buy & Bank Leave policy documents explain the criteria and provide greater detail, including a FAQ guide. To view this information in a new browser window, ([hold down CTRL + click here](#)). You should ensure that you are making an application in accordance with the relevant policy guidelines.

Please enter the number of hours you wish to bank below (if any):

Please click on [Page 2](#) to request bought leave, [Page 3](#) for unpaid leave and/or then [Submit](#) to Enter your request

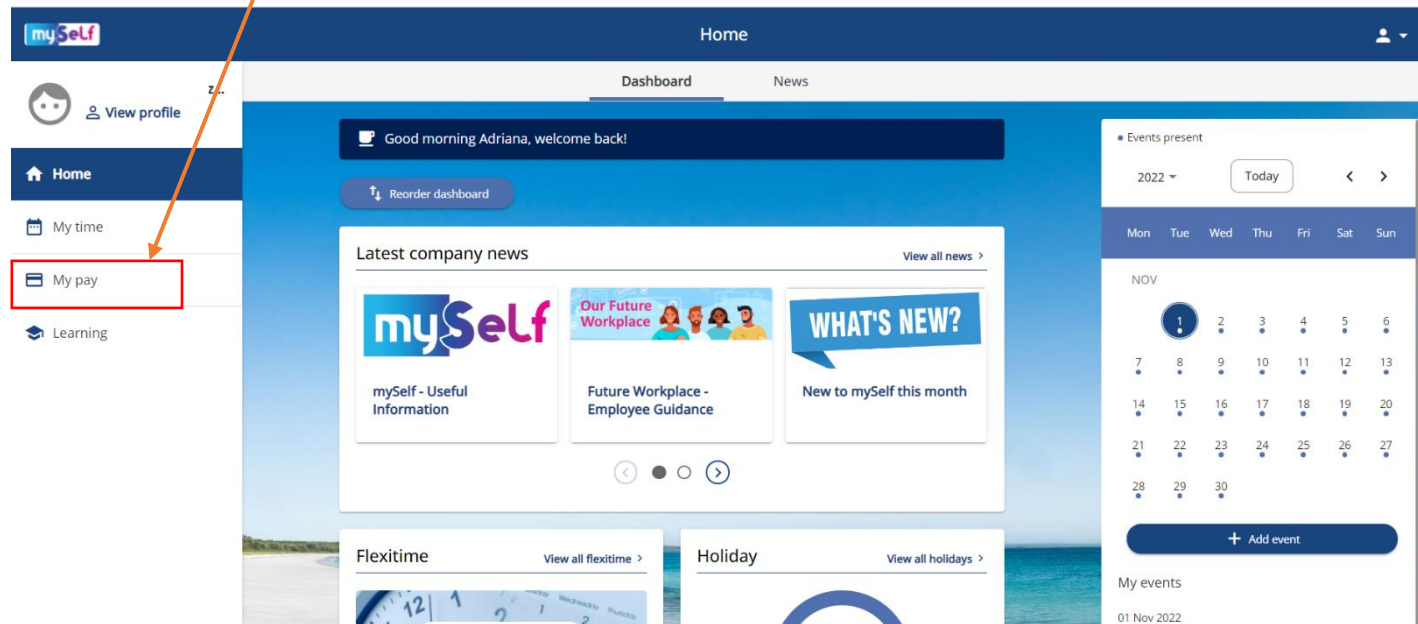
There is also a wealth of material available on myNL. For more information, click [here](#).

To further proceed with the application, please follow the instructions below.

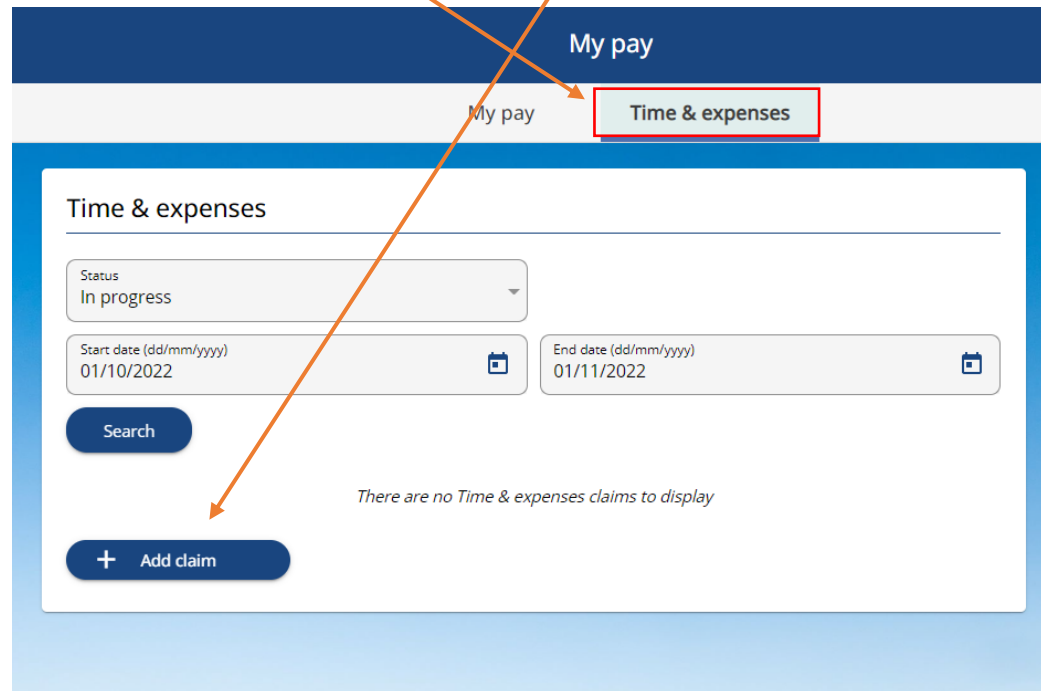
## Making your application

**Log into myself** - Go to [www.northlanarkshire.gov.uk/myself](http://www.northlanarkshire.gov.uk/myself) and log in to myself or use the quick link in Connect.

From left hand side menu select My Pay



Then select Time & Expenses and click on +Add Claim



My pay

My pay Time & expenses

### Time & expenses

Status  
In progress

Start date (dd/mm/yyyy) 01/10/2022

End date (dd/mm/yyyy) 01/11/2022

Search

There are no Time & expenses claims to display

+ Add claim

Time & expenses claim entry: New

Start date (required)

Job title (required)

Claim template (required)

Input start date – this is the date when you make the application  
i.e., 01/11/2022

Select Job Title: **IMPORTANT** If you have more than one job, please  
ensure that you select the appropriate position form within the pick  
list:

Select Template - NLC - Buy/Bank Leave Scheme (hours)v3

New

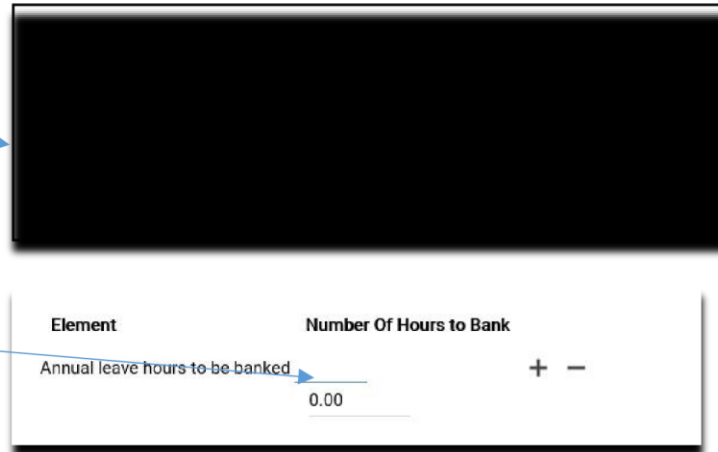
Click NEW

Entering your hours and submitting your application:

Page 1 | Page 2 | Page 3

**BUY/BANK/UNPAID LEAVE**

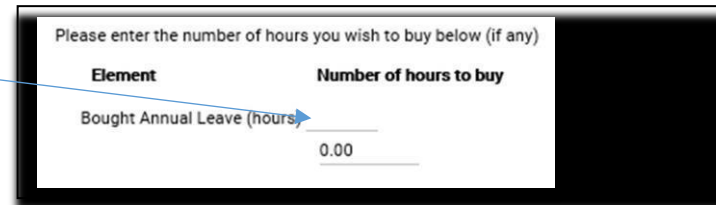
**Page 1** should be selected to enter the number of hours you wish to bank (if any)



Element	Number Of Hours to Bank	
Annual leave hours to be banked	<input type="text" value="0.00"/>	+ -

You can then move onto Page 2 and/or Page 3 if you wish to buy hours and/or apply for unpaid leave before you Submit. If you do not wish to submit your application at any time, you can click on **Save Draft** and then come back to your claim at a later date.

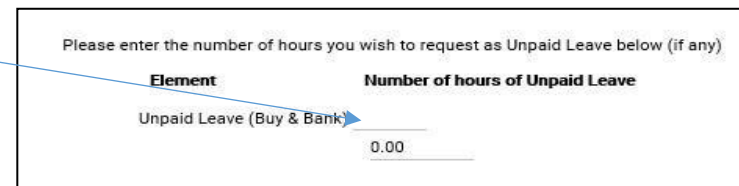
**Page 2** should be selected to enter the number of hours you wish to buy (if any)



Please enter the number of hours you wish to buy below (if any)

Element	Number of hours to buy
Bought Annual Leave (hours)	<input type="text" value="0.00"/>

**Page 3** should be selected to enter the number of hours you wish apply for as unpaid leave (if any)



Please enter the number of hours you wish to request as Unpaid Leave below (if any)

Element	Number of hours of Unpaid Leave
Unpaid Leave (Buy & Bank)	<input type="text" value="0.00"/>

Once you completed the correct page, scroll to the bottom of the page and you will have three options:

**Save Draft:** this will only save your application and will be showing as provisional claim

**Submit:** will submit your application to the manager – **you may need to click on this twice.**

**Print:** you can use this to print your application.

If you submit, you will be taken to this screen:

Time & expenses claim submission:

Claim template  
NLC - Buy/Bank Leave Scheme (hours)v3  
Job title  
Senior Advisor -  
Time and expenses claim reference  
BBV30000143  
Payroll  
0407FW  
Start date  
01/11/2022  
Comments

+ Receipt attachments







You will revert back to the Time and Expenses Dashboard and your claim should now say “awaiting authorisation”

NLC - Buy/Bank Leave  
Scheme (hours)v3

01 Nov 2022 BBV30000143

Awaiting  
authorisation

Summary



+ Add claim

## Email you receive once you have made a claim

Please note that within the body of the email you receive once the claim has been submitted, there may be a cash amount value. **Please disregard this.**

### BUY & BANK LEAVE REQUEST - AMENDED



You have submitted an amended request to Buy/Bank/apply for Unpaid Leave which has been sent to your reporting for authorisation.

You will be notified of the outcome in due course.

No Image Available

Reference: BBV30000025  
Date of application: 01/11/2022

Payroll: 0407FW

Element	Type	Time/Units/Miles	Cash amount
Banked Annual Leave (hours)	Time	31	
Bought Annual Leave (hours)	Time	14	0.14
Unpaid Leave (B&B)	Time		
<b>Total</b>			<b>0.14</b>

These values are provisional. The final values will be shown on the payslip.

*Need further support?: If you've requested this claim in error, please click [here](#) to log back into mySelf, and cancel the applicable claim.*

*You can also contact the ESC - People Help Desk Team by [email](mailto:ESC-HelpDeskTeam@northlan.gov.uk). Thank you.*

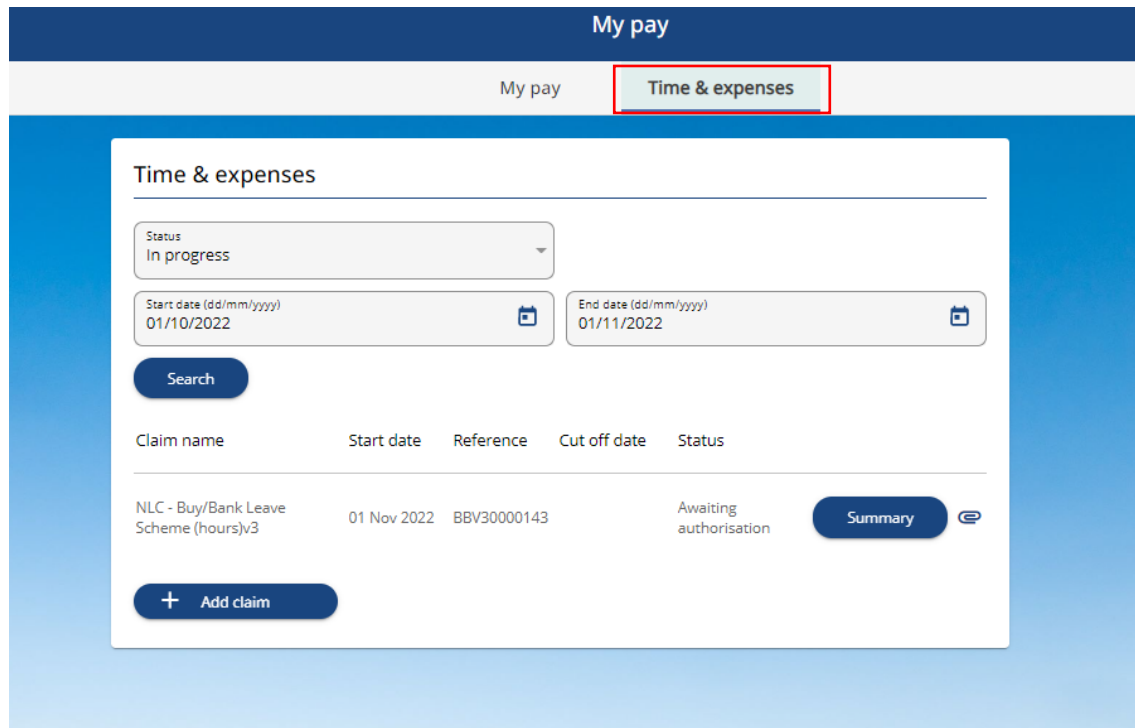
LIVE  
LEARN  
WORK  
INVEST  
VISIT

If your request has been **authorised** and you wish to make changes or cancel the request, then you should discuss this with your line manager. You will also have to submit a new request.

**For further support, please contact the People Help Desk Team on 01698 403151 or at [ESC-HelpDeskTeam@northlan.gov.uk](mailto:ESC-HelpDeskTeam@northlan.gov.uk).**

## Reviewing a Claim in mySelf

To check your claim within mySelf, go to the My Pay section on the left-hand side of mySelf. All claims which have not been authorised will sit under Time & Expenses Section.



My pay

My pay Time & expenses

Time & expenses

Status  
In progress

Start date (dd/mm/yyyy)  
01/10/2022

End date (dd/mm/yyyy)  
01/11/2022

Search

Claim name	Start date	Reference	Cut off date	Status
NLC - Buy/Bank Leave Scheme (hours)v3	01 Nov 2022	BBV30000143		Awaiting authorisation

+ Add claim

Summary

You can view the details of a claim by clicking on the “claim name” or “summary”

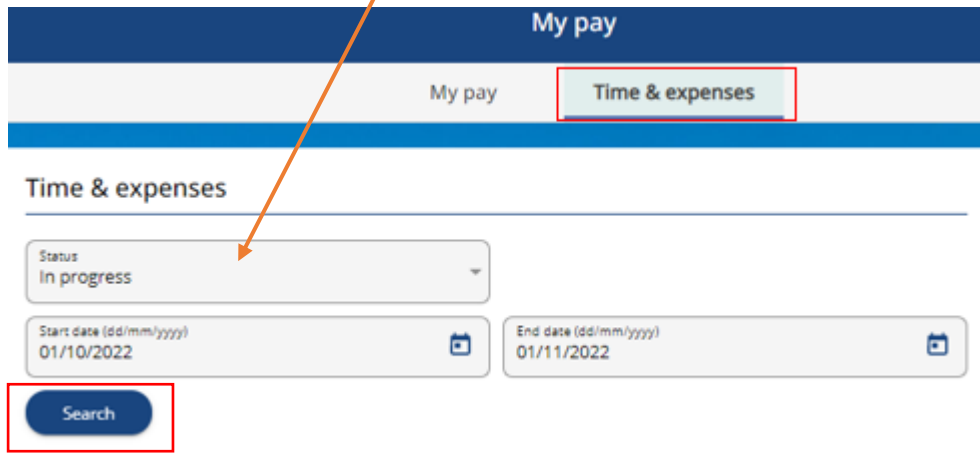
Your claim will have one of 4 States:

1. **Awaiting Authorisation** – Your claim has been submitted successfully and is yet to be authorised by the Authorised Signatory.

2. **Rejected** – The Authorised signatory has rejected your claim. You can update the claim and make any changes required prior to resubmission.
3. **Provisional** – This claim has been saved as a draft and not yet submitted.
4. **Authorised** – Once a claim has been authorised, it will no longer be visible under the Time & Expenses section. The next section explains how you can review these claims.

### Reviewing Authorised Claims

Once a claim has been authorised, it will no longer be visible within the Time and Expenses section. To view Authorised claims, fill in the dates within the Time and Expense Claims screen and change status to “authorised” and click “search”



The screenshot shows the 'My pay' interface. At the top, there are two tabs: 'My pay' and 'Time & expenses'. The 'Time & expenses' tab is selected and highlighted with a red box. Below the tabs, the 'Time & expenses' section is visible. It contains a 'Status' dropdown menu currently set to 'In progress', with an orange arrow pointing to it from the text above. Below the status dropdown are two date input fields: 'Start date (dd/mm/yyyy)' with the value '01/10/2022' and 'End date (dd/mm/yyyy)' with the value '01/11/2022'. At the bottom of the section is a blue 'Search' button, which is highlighted with a red box.

Please Note: any leave you buy, or bank will not be added to your balance straight after authorisation. The scheme must close to allow the Employee Service Centre to carry out eligibility checks and process payment data as appropriate. Any bought, banked or unpaid leave applied for through this scheme will be added after annual leave year end which ends on 31<sup>st</sup> January the following year.

[END OF GUIDANCE NOTE]