

Buy, Bank & Unpaid Leave

Employee Guide

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Introduction

The Buy and Bank Leave Scheme gives you 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 your line manager no later than 12th December 2021.**

Bought Leave

You can purchase additional hours of leave to increase your entitlement, up to a maximum of your contractual hours (one normal working week excluding overtime).

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

Banked Leave

You can save a fixed amount of your annual leave, up to a maximum of your contractual hours (one working week excluding any overtime) to bank in the current leave year, to use in the following leave year.

Please note, if you have less than 5 years' service, you may only bank a maximum of four days annual leave. Every employee must take a minimum of 196 hours,(5.6 weeks), pro rata for part time employees leave each year, which is a combination of annual leave and public holidays.

Combination of Buying and Banking Leave

You may have the option to both buy leave and also bank leave.

Subject to the conditions of the scheme and the employee meeting the required criteria.

Unpaid Leave

You also have the option to buy unpaid leave. Unpaid leave is the same as bought leave, however there is no criteria in relation to the absence.

Authorisation

You should submit your request via myself (see Buy & Bank Leave Employee Guide (mySelf)). Your manager will receive an email confirming that you have made a Buy and/or Bank or Unpaid Leave request.

What do I need to do?

All applications are made through the mySelf portal (see Buy & Bank Leave Employee Guide (mySelf)). You must ensure your application has been received and authorised by your manager no later than 12th December 2021.

What does my manager need to do?

Your manager will check that you are eligible to apply and that you have met the essential criteria. Your manager will approve or reject your request and you will be notified of this decision via myself.

Calculation of Pay

The deduction taken from your salary, each pay period, over the leave year, is calculated as follows:-

Hourly rate x no. of hours worked per day x no of days purchased = gross annual deduction

Hourly rate x no of hours bought = gross annual deduction

Payroll will deduct this amount equally over the number of pay periods available in the leave year.

Example no 1 – Full Time Employee

An employee earning £12.7681 per hour, working 35 hours per week, wishes to buy 35 hours additional leave

$£12.7681 \times 35 = £446.8835$

Example no 2 – Part Time Employee

An employee earning £12.7681 per hour, working 6 hours per week and wishes to purchase 6 hours additional leave

$£12.7681 \times 6 = £76.6086$

Please note: your ability to take part in this scheme may be affected if you already have deductions from their pay for a salary sacrifice scheme i.e. Child Care Vouchers, AVC etc. Similarly, taking part in this scheme may have an effect on your future ability to have deductions taken for a salary sacrifice scheme.

The following criteria must be considered:

After the deductions have been taken, there must be sufficient pay left to:

- a) Meet the National Minimum Wage requirements; and
- b) Pay a minimum contribution of £1 National Insurance where applicable.

Moving to an Alternative Post

Where an employee is successful in applying for an alternative post within North Lanarkshire Council, the employee and the new line manager must discuss, prior to appointment, the approval arrangements of those participating in the scheme.

Leaving the Scheme

Depending on individual circumstances, if an employee leaves the scheme, arrangements will be made via the payroll section to either reimburse or deduct the appropriate amounts.

Normal rules will apply for annual leave for those who terminate their employment.

What else do I need to consider/be aware of?

If you have less than 5 years' service you may only bank a maximum of four days annual leave. You must have a minimum of 196 hours, pro rata for part time employees leave each year, which is a combination of annual leave and public holidays.

It is the responsibility of the employee to ensure applications are completed, authorised and submitted by the deadline.