

Purchase of Additional Leave

**General Information**

Additional annual leave supports the University’s Flexible Working arrangements, and allows staff to spread the cost of extra leave over a period of time.

Staff agree to reduce their salary, and the University will provide up to 2 weeks additional leave each year (pro rata), subject to agreement of their manager that the work requirements of the area can be met.

Once agreed, the additional leave is treated as a temporary addition to existing leave entitlement, and is subject to the same arrangements as normal annual leave.

All Professional Services staff are eligible to request additional leave, regardless of their grade or length of service, and providing their contract is current for the total duration of the annual leave year in which they are applying.

The policy is not contractual and the University reserves the right to withdraw or amend it.

**Number of days leave**

Staff have the opportunity to make their requests once a year:

* **by 30 November**, for up to 2 weeks (73 hours) leave, in the next leave year

For staff who work part time or who are contracted to work more than a standard week, the maximum number of hours of additional leave is pro-rated to the equivalent of two working weeks.

The leave can be taken at any time during the year – subject to the standard procedures for requesting and approving leave.

The additional leave part of your leave entitlement is taken after any carry forward leave and does not have to be taken together as a single block (unless specifically required by your manager when approving your request).

Your additional leave should be taken in the leave year you have applied for. If you do not take it within the approved leave year, then you may lose the leave.

**Paying for the leave**

The additional leave is paid for through a reduction in your salary (including any allowances) equivalent to the salary for the number of hours leave being taken, 7.3 hours being considered to be 1/260th of a year (for full-time staff). If 2 weeks are taken, this is approximately 4% of gross annual salary.

Your total salary is reduced until the end of the leave period in proportion to the number of additional hours of annual leave approved.

Your monthly salary will be adjusted to spread the cost of the additional leave:

* approved in November over the 12 months of the following year from January to December

By reducing your salary, the amount of tax and National Insurance you pay will also reduce. At the end of the leave period, the reduction to your salary will end.

Deductions from your pay will be calculated on the salary (including any allowances) that you are earning in the month that your additional annual leave allowance is applied (e.g. January).

It is your responsibility to calculate the amount of your deduction, and we have provided an online calculator to help you with this. Please contact the Payroll team at [payandbenefits@exeter.ac.uk](mailto:payandbenefits@exeter.ac.uk) in HR Services if you have any further questions about this deduction.

If there is a change to the number of hours that you work we will review the arrangements regarding your additional leave.

If you leave the university you will be required to pay back any holiday that you have not yet paid for through the monthly deductions from your pay.  Any amounts owed will be deducted from your final salary. If your final salary is not sufficient to allow for this deduction, we will contact you before you leave to confirm arrangements for repaying the outstanding amount

**Pension position**

USS and University of Exeter Retirement Savings Scheme (ERSS)

Pension contributions will continue as normal, and will be paid for the period of additional annual leave.

NHS

Additional leave is not pensionable, so pensionable service will be lost for the period of additional leave and pension contributions will be reduced in line with the reduction in salary. AVCs can be used to top up pension contributions.

Employees with questions about the effect of the taking additional leave on their pension arrangements should contact [pensions@exeter.ac.uk](mailto:pensions@exeter.ac.uk) in HR Services.

**Effect on staff benefits**

As taking additional leave involves reducing your salary, you should be aware that if your salary falls below the Lower Earnings Limit for National Insurance, your entitlement to state benefits (such as state pension, statutory maternity pay, etc.) may be affected. You should consider this before deciding to take additional leave.

Employees with questions about the effect of the taking additional leave on their entitlement to state benefits should contact [payandbenefits@exeter.ac.uk](mailto:payandbenefits@exeter.ac.uk). Staff who are concerned about their state pension should contact [pensions@exeter.ac.uk](mailto:pensions@exeter.ac.uk).

**Guidance to managers**

Managers should consider requests for additional leave fairly and consistently. Managers should consider the requirements and key objectives of the role held by the staff member, and whether the additional leave may impact on the ability to deliver those requirements and objectives. The specific arrangements will need to be reviewed on a case by case basis. It may be appropriate to consider adjustments to timescales or workload where specific pre-determined objectives are deemed to be unachievable as a result of a request for additional leave being approved. Managers should consider whether such a delay or adjustment is practical for the department. If, after due consideration, a request has to be turned down, the reasons for doing so should be given to the member of staff.

**How to access additional leave**

Staff wishing to purchase additional leave are encouraged to discuss their requests informally with their line manager at the earliest opportunity so that the impact on the work in their area can be assessed in time for a formal submission to be made.

Employees should apply using iTrent self service in November.

The Line Manager is responsible for obtaining the appropriate level of approval from a Senior Manager, Faculty PVC or Director of Service if necessary. The Line Manager should approve the request before 30 November.

It is the responsibility of the employee to ensure that their request has been approved by the deadline date (i.e. 30 November)

The leave entitlement will be added to the employee’s annual leave entitlement on iTrent. Final eligibility checks will be made by the Pay and Benefits team in January.

Any requests received after the deadline date cannot be processed.

There will be no right of appeal if an application is not supported.

|  |  |
| --- | --- |
| Owner: | Andrew Johnson |
| Approved by: | VCEG |
| Date approved: | June 2017 |
| Review date: | Oct 2023 |
| Next Review date: | Oct 2026 |