

# Buy and Sell Annual Leave Procedure

<b>Procedure Reference:</b>		HR03b	
<b>Related Policy:</b>		HR03 – Annual Leave Policy	
<b>Effective date:</b>	August 2024	<b>Review date:</b>	August 2027
<b>Approved by P&amp;PRG:</b>		August 2024	
<b>Owner:</b>	Michael Catlin	<b>Job Title:</b>	Head of People & OD
<b>To be issued to: (check as needed)</b>			
<input type="checkbox"/> Board of Management <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> ET/SLT <input type="checkbox"/> Head Office Managers <input type="checkbox"/> Head Office Staff <input type="checkbox"/> Finance <input type="checkbox"/> Housing <input type="checkbox"/> Asset <input type="checkbox"/> ICT		<input type="checkbox"/> OD <input type="checkbox"/> Compliance <input type="checkbox"/> All Care & Support <input type="checkbox"/> C&S Managers (RM, OM, CSM) <input type="checkbox"/> C&S Staff <input type="checkbox"/> Contractors <input type="checkbox"/> Agency Staff <input type="checkbox"/> Unite the Union <input type="checkbox"/> Employee Voices Group <input checked="" type="checkbox"/> <b>Other: When Needed by Staff</b>	
<b>Method of Delivery (check as needed)</b>			
<input type="checkbox"/> LearnPro <input type="checkbox"/> Board Portal <input checked="" type="checkbox"/> Line Manager to Share (e.g. Agencies)		<input type="checkbox"/> Policy Owner to Notify (e.g. Contractors) <input checked="" type="checkbox"/> <b>Other: All Staff Email from HR</b>	
<b>Stakeholder Consultation Completed (check as needed)</b>			
<input type="checkbox"/> Board of Management <input type="checkbox"/> All Staff <input checked="" type="checkbox"/> ET/LT <input type="checkbox"/> Head Office Managers <input type="checkbox"/> Head Office Staff <input type="checkbox"/> Finance <input type="checkbox"/> Housing <input type="checkbox"/> Asset <input type="checkbox"/> ICT		<input type="checkbox"/> OD <input type="checkbox"/> Compliance <input checked="" type="checkbox"/> All Care & Support <input checked="" type="checkbox"/> C&S Managers (RM, OM, CSM) <input type="checkbox"/> C&S Staff <input type="checkbox"/> Contractors <input type="checkbox"/> Agency Staff <input checked="" type="checkbox"/> Unite the Union <input checked="" type="checkbox"/> Employee Voices Group <input type="checkbox"/> Other: _____	

## Version Control

Date	Owner	Version	Reason for Change
2024	Michael Catlin	1	New Procedure

## Summary of Changes

Section	Change
All	Completely new procedure to give all staff the opportunity to buy and sell annual leave.

# Buy and Sell Annual Leave Procedure

## Contents

1.0 Introduction .....	4
2.0 Learning & Development Requirements .....	4
3.0 Buy and Sell Annual Leave .....	4
4.0 Requesting Selling Annual Leave .....	5
5.0 Requesting Buying Annual Leave .....	5
6.0 Implementation and Review .....	6
6.1 Implementation .....	6
6.2 Review .....	6

## 1.0 Introduction

The purpose of annual leave is to provide the employee with a rest break from the workplace. As part of a range of employee benefits Ark would like to offer their employees the opportunity to buy or sell annual leave. The purpose of this pilot scheme is to give employees more choice and flexibility to tailor their terms and conditions to their own individual priorities.

## 2.0 Learning & Development Requirements

No learning & development requirements have been identified in relation to this procedure.

## 3.0 Buy and Sell Annual Leave

The maximum annual leave that can be sold back or bought per year is 5 days for full time staff or 1 working week for part time staff. This is to ensure that employees take the statutory 28 days of their annual leave.

The opportunity to sell leave will be open to employees twice each year;

- i. Apply by end of November – receive payment in December payroll.
- ii. Apply by end of March – receive payment in April payroll.

The opportunity to buy leave will be open to employees twice each year;

- i. Apply by end of November – deduction over 6 months.
- ii. Apply by end of March – deduction over 6 months.

Payment will be made or taken as a lump sum in the appropriate month and will be subject to Tax and National Insurance. Applications will apply for one year only, staff will need to re-apply each year.

This proposal does not affect employees' being able to carry forward annual leave from one year to the next. Employees will not typically be allowed to carry holiday entitlement forward from one year to the next. However, in exceptional circumstances this may be agreed. Please see HR03 Annual Leave Policy and HR03a Annual Leave Procedure for more information.

Regardless of the circumstances, staff cannot sell back 5 days leave and carry forward 5 days from the same years' entitlement, as this would leave them short of the statutory amount.

Ark may refuse a request to buy or sell annual leave at our discretion based on the needs of the business or if we believe it to be in the person's best interest.

## 4.0 Requesting Selling Annual Leave

Applications should be submitted to Managers on the attached form (Appendix 1) by;

- a) 30<sup>th</sup> November each year.
- b) 31<sup>st</sup> March each year.

Managers will review the request and agree if it may be granted. If the Manager recommends declining the request, they must speak with their HR Business Partner.

Once all requests have been reviewed, the manager will notify staff by completing the form and passing them a copy. This should include the updated annual leave entitlement for the year. Where appropriate, the people system will also be updated to reflect the revised entitlement.

A copy of the form must be sent to Pay team (Gail.Foggo@arkha.org.uk) by the following dates to ensure payment is made:

- a. 5<sup>th</sup> December for payment in December.
- b. 10<sup>th</sup> April for payment in April.

## 5.0 Requesting Buying Annual Leave

As above, applications should be submitted to Managers on the attached form (Appendix 2) by;

- a) 30<sup>th</sup> November each year.
- b) 31<sup>st</sup> March each year.

Managers will review the request and agree if it may be granted. If the Manager recommends declining the request, they must speak with their HR Business Partner.

Once all requests have been reviewed, the manager will notify staff by completing the form and passing them a copy. This should include the updated annual leave entitlement for the year. Where appropriate, the people system will also be updated to reflect the revised entitlement.

A copy of the form must be sent to Pay team (Gail.Foggo@arkha.org.uk) by the following dates to ensure payment is made:

- a. 5<sup>th</sup> December for payment in December.
- b. 10<sup>th</sup> April for deduction in April.

## 6.0 Implementation and Review

### 6.1 Implementation

The Head of People & Organisational Development is responsible for ensuring this procedure is implemented when required.

### 6.2 Review

The Head of People and Organisational Development will ensure that this procedure is reviewed at least every three years.

## Appendix 1 – Application to Sell Annual Leave

<b>Name:</b>	
<b>Payroll Number:</b>	
<b>Department / Service:</b>	
<b>Annual Leave Entitlement:</b>	
<b>Annual Leave Carried Forward from Previous Year:</b>	
<b>Number of Days Requested to Sell:</b> <i>Max 5 Days (Full Time) or 1 Working Week (Part Time)</i>	
<b>Employee Signed:</b>	
<b>Request Agreed:</b>	
<b>If No, Reason for Refusal</b>	
<b>Revised Leave Entitlement:</b>	
<b>Manager Name:</b>	
<b>Manager Signature:</b>	
<b>Date:</b>	

Please note, staff cannot sell back 5 days (or Full Week for Part Time) leave and carry forward 5 days (or Full Week for Part Time from the same years' entitlement, as this would leave them short of the statutory amount.

Form to be returned by the Manager to the [Gail.Foggo@arkha.org.uk](mailto:Gail.Foggo@arkha.org.uk) by:

- 5<sup>th</sup> December for deduction in December
- 10<sup>th</sup> April for deduction in April

## Appendix 2 – Application to Buy Annual Leave

<b>Name:</b>	
<b>Payroll Number:</b>	
<b>Department / Service:</b>	
<b>Annual Leave Entitlement:</b>	
<b>Annual Leave Carried Forward from Previous Year:</b>	
<b>Number of Days Requested to Buy:</b> <i>Max 5 Days (Full Time) or 1 Working Week (Part Time)</i>	
<b>Employee Signed:</b>	
<b>Request Agreed:</b>	
<b>If No, Reason for Refusal</b>	
<b>Revised Leave Entitlement:</b>	
<b>Manager Name:</b>	
<b>Manager Signature:</b>	
<b>Date:</b>	

Form to be returned by the Manager to the [Gail.Foggo@arkha.org.uk](mailto:Gail.Foggo@arkha.org.uk) by:

- 5<sup>th</sup> December for deduction in December
- 10<sup>th</sup> April for deduction in April