

Buying and Selling Annual Leave

Purpose

This notice announces the introduction of a trial scheme to enable staff to buy and sell Annual Leave.

Background

The review of the package of employee benefits completed earlier in 2009 identified employee support for buying and selling Annual Leave. This will be introduced on a 2-year trial basis. The FCTU remain unconvinced that this benefit is required but understand why the FC wishes to undertake a trial at this time.

Implementation

The changes in this notice, which have been agreed with the FCTU, will be introduced from 1st January 2010.

Action

Managers are asked to ensure that employees who do not have regular access to an FC email account are provided with access to a paper copy of this notice as soon as possible.

Jean Lindsay
Director HR
December 2009

1. Annual Leave

Annual Leave is intended to provide employees with periods of rest and relaxation. The changes detailed below are subject to the requirement to take at least 28 days' annual leave, including full public/privilege holiday entitlement, in each leave year.

1.1 Buying and Selling Annual Leave

We are introducing, on a **trial basis for 2 years**, the facility for employees to buy or sell up to two days annual leave (pro-rata for part-time employees) in any leave year.

The rules for calculating the value of a day's leave will be those currently in place (please refer to Section 6.4 of HR Procedure – Annual Leave and Public / Privilege Holidays).

Buying or selling annual leave will not affect an employee's pensionable pay or other pay elements, but the extra or reduced income will increase or reduce the Income Tax and National Insurance payable in the month in which the transaction is processed.

To apply to buy or sell leave employees should:

- complete the pro-forma attached to this Notice;
- annotate their E7A Leave Form with the addition/reduction;
- pass both to their line manager for approval; and
- once approved, send the pro-forma to HR Services for payroll action.

Employees may apply to buy or sell leave at any time. Payment for leave bought or sold will be processed via payroll and appear on the next available payslip.

HR will review the take-up of this initiative in 2012, including analysis by pay band, gender, etc. Confirmation of its continuation or withdrawal will be notified to all staff.

Human Resources
December 2009

Appendix 1

Application to Buy / Sell Annual Leave

Name: _____	Cost Centre: _____
Personal No.: _____	

- Please tick the appropriate box for the amount of annual leave you want to buy / sell;
- complete your personal details and sign/date the form;
- pass to your line manager with your E7A Leave Form; and
- once approved, send the application to HR Services.

I work full time and am applying to:

	0.5 Day	1.0 Day	1.5 Days	2.0 Days
Buy				
Sell				

Or

I work part time or a variable working pattern and am applying to:

Buy	_____ Hours	Sell	_____ Hours
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Employee's Signature: _____ **Date:** _____

I confirm that the Annual Leave slip has been amended to reflect the above change.

Line Manager's Signature: _____ **Date:** _____