

Purchasing Annual Leave Policy

Purpose of Report

1. The purpose of this report is to present the purchase of annual leave policy which gives employees the opportunity to purchase two weeks additional leave each year (pro-rata for part-time employees). This can be used for special occasions or personal reasons and is aimed at providing greater work/life balance for employees.

Background

2. The introduction of this scheme is as a result of the recent local negotiations between the trade unions and the council to deliver savings from staffing costs.

Main Considerations for the Council

3. The policy contains the following points:
 - The scheme will allow employees to purchase up to 10 days (pro-rata for part time employees) additional leave each year to be taken in one week blocks.
 - There is an application window period each year when employees can apply for additional leave which is December to January for requests to purchase extra leave during the new leave year.
 - For 2016 there will be special arrangements as the scheme is being introduced part way through the year.
 - Employees will pay for the additional leave by having monthly deductions taken from their pay over a 9 month period.
 - The scheme is a discretionary one. It is not a permanent change to an employee's terms and conditions of service and can be reviewed each year.
 - Employees will apply by completing an application form and purchased annual leave will be recorded separately from regular annual leave.

Environmental Impact of the Proposal

4. There is no environmental impact arising from this policy.

Equalities Impact of the Proposal

5. There are no equality issues arising from this policy as the scheme is open to all employees.

Risk Assessment

6. Some services may find it easier to accommodate these requests than others. HR will need to monitor requests and reasons for refusal.

Financial Implications

7. In the majority of cases the additional annual leave will not be covered by another employee so it is anticipated that the scheme will bring in revenue for the council.

Recommendation

8. To recommend approval of purchasing of additional annual leave policy.

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