



University of  
**Strathclyde**  
Glasgow

# Additional Annual Leave Purchase Scheme Policy

## Contents

1. Introduction .....	1
2. Who is Covered by This Policy? .....	1
3. How it Works .....	1
4. Adjustments to Pay.....	2
5. What Happens to Pension, Overtime and State Benefits? .....	2
6. How to Apply .....	3
7. Consideration of Requests to Purchase Additional Leave .....	3
8. Withdrawing from the Scheme – Life Events.....	4
9. If You Leave the University .....	4
10. Further Information and Support.....	4
11. Policy Review .....	5

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## 1. Introduction

We understand that there are times when our staff may need additional planned time off work, for example for a special trip or event, to help manage childcare during school holidays, to visit family overseas, or for other personal reasons.

Our Additional Annual Leave Purchase Scheme (AALPS) is part of the benefits package offered here at the University. It gives you the option to buy additional annual leave on top of your usual holiday entitlement, with the cost spread over 12 months, subject to departmental approval.

In this policy you'll find more information about the scheme, how it works, how to apply, and more.

Please note, if this policy refers to additional guidance, FAQs, online forms, or training, these are accessible to University colleagues on our [People Hub](#).

## 2. Who is Covered by This Policy?

The scheme is available to all employees. Workers on flexible assignments should refer to their [Terms and Conditions](#) for information on leave entitlements.

You will **not** be eligible if any of the following apply:

- You are paid separately for your annual leave due to the specific nature of your contractual terms (for example, workers on flexible assignments).
- The deductions to salary would take your pay below the level of the National Minimum Wage.
- You are on a Skilled Worker visa and the deductions to salary would take your pay below the salary threshold for the Standard Occupational Classification (SOC) code applicable to your role.

## 3. How it Works

- You can request to purchase additional annual leave once a year, during the **annual holiday purchase window**. You cannot apply at any other time.

- The holiday purchase window opens for one month every year, between **01 May and 31 May**.
- You have the option of requesting to buy either an additional **one week** or **two weeks'** annual leave (pro-rata for part-time staff).
- The deductions in pay will be spread over 12 months.
- All requests are subject to departmental approval.
- Additional purchased annual leave will be added to your holiday balance on 01 October. We recommend additional leave is converted into hours for part-time staff.
- You can take your additional purchased annual leave at any time of the year, subject to normal approval. Normal carry over rules will apply.
- Requests are approved for **one year only**. If you want to buy additional annual leave in subsequent years, a new request must be submitted each year.

## 4. Adjustments to Pay

Buying one additional week's annual leave, will cost you one week's pay. If you buy two additional week's annual leave, then it'll cost you two week's pay.

We'll deduct the cost of the extra annual leave from your gross salary (before your tax and NI contributions), with the overall cost being spread over 12 equal deductions from monthly pay, from October to September inclusive.

If your salary changes during the leave year because of a **pay rise, promotion** or **change in hours**, this will automatically result in an adjustment to the amount deducted from your monthly pay.

We'll continue to make deductions for additional annual leave purchase if you're on a **period of leave** (for example, maternity, adoption, shared parental leave or sick leave) providing you have enough salary to cover the deductions. For further information please refer to our [Additional Annual Leave Purchase FAQs](#) (staff login required).

## 5. What Happens to Pension, Overtime and State Benefits?

### University Pension

Employee and employer contributions to your pension will be based on your normal gross salary (prior to deductions for annual leave purchase).

### **Overtime**

Overtime rates will be calculated based on your normal gross salary (prior to deductions for annual leave purchase).

### **State Benefits**

Some benefits may be impacted by participation in the annual leave purchase scheme. For example, it may impact contribution-based benefits, such as state pension, as it will reduce the earnings on which national insurance contributions (NICs) are charged. It is anticipated that this impact will be minimal.

If you are in receipt of, or likely to be in receipt of, any state benefits (including statutory payments such as Statutory Sick, Maternity, Adoption, Paternity, Shared Parental Pay and Maternity Allowance, please refer to our Additional Annual Leave Purchase FAQs to see if, and how, eligibility may be impacted.

## **6. How to Apply**

To request to buy additional annual leave, you must make your request in writing, to your manager during the annual holiday purchase window (01 May to 31 May).

## **7. Consideration of Requests to Purchase Additional Leave**

Your request will be considered in terms of the likely impact on service delivery. It will be considered at a departmental level alongside any other requests submitted by colleagues within your department or team. Depending on the number of requests received and operational needs, it may not be possible to approve all requests.

If your request is approved, your manager will let you know. Human Resources will also send you a letter confirming the amount of leave purchased and requesting your authorisation to make the necessary deductions from your pay. You'll need to sign and return this letter before your holiday purchase request can be processed.

If your request is refused, your manager will discuss this with you, giving the reason(s) for the refusal. There is no right of appeal against a decision to refuse an application.

If you're a manager, we expect you to consider requests in a fair and consistent way, taking account of individual and operational needs.

## **8. Withdrawing from the Scheme – Life Events**

We understand that you may need to opt out of your annual leave purchase arrangement where a life event occurs that significantly alters your financial circumstances, for example:

- birth of a child, adoption, fostering.
- significant illness or injury (you, your partner or dependent).
- significant relationship breakdown, separation, divorce.
- redundancy (you or your partner).
- death of a partner or dependant.

If such a situation arises, you should discuss this with your manager and let them know if you'd like to withdraw from the scheme and for deductions to stop. Your annual leave entitlement will be amended to reflect the amount of annual leave purchased (and untaken) prior to opting out.

## **9. If You Leave the University**

If you leave the University, you will be required to pay for any additional holidays that you have taken but not yet paid for through your monthly deductions from pay. Any amounts owed will be deducted from your final pay.

If, on the other hand, the monthly deductions taken from you during the leave year amount to more than the additional holidays taken, you will be reimbursed the difference.

## **10. Further Information and Support**

If you have any queries about additional annual leave purchase, please talk to your manager.

Further information can also be found in our [Additional Annual Leave Purchase FAQs](#) (staff login required).

## **11. Policy Review**

This policy is reviewed by Human Resources on a regular basis. To see when the next review is due, please refer to our [Policy Review Schedule](#) (staff login required) on our People Hub.