



**Clackmannanshire
Council**

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Comhairle Siorrachd
Chlach Mhanann

Scheme of Enhanced Leave

2022 / 2023



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Review:

This Scheme will be reviewed every year

1. INTRODUCTION

- 1.1 As part of Clackmannanshire Council's continued commitment to flexible working this scheme allows employees the opportunity to supplement their existing annual leave entitlement. The Council recognises the growing demands placed on employees to try to achieve a work-life balance and by allowing flexibility in working arrangements, can assist with accommodating individual circumstances in line with the needs of the service.

2. SCOPE

This Scheme applies to all employees of Clackmannanshire Council with the exception of teachers and term-time employees. Whilst term-time working is accessible by all Clackmannanshire Council employees as a means of flexible working, the nature of term-time working is such that all leave must be restricted to school holiday periods.

3. DEFINITIONS

- 3.1 The scheme allows employees to buy annual leave through the purchase of additional days to increase their leave entitlement. Many employees, especially those on basic annual leave entitlement, will choose to enhance their existing entitlement by buying and using them throughout the leave year.
- 3.2 Staff can make a request for the amount of additional leave they wish to apply for to their line manager who may accept it, vary the amount of additional leave the service can accommodate or refuse the request.

4. GENERAL PRINCIPLES

- 4.1 The general criteria for being able to apply for enhanced leave include the following:
- Applications for enhanced leave must be made no later than **14 January 2022**.

- Applications must be made on the Scheme of enhanced leave application form and should include the amount of leave to be bought, and when it will be taken where possible.
- All approvals for enhanced leave under the terms of the scheme are subject to the needs of the service and will be considered by the appropriate manager within 14 days of receiving the request and by no later than **28 January 2022**.
- Managers should take into account other leave requests submitted from employees, the number of periods of enhanced leave already taken by the employee and any service need requirements.
- Where an employee withdraws from participating during a leave year, they will be entitled to take pro-rata additional leave that has already been purchased. This leave must be taken during the leave year to which it relates. There will be no refund for leave already purchased which the employee has not used at the time of withdrawing from the scheme. At the date of withdrawal, the agreement will cease and deductions will no longer be made from the employee's pay.
- Where necessary, recalculations will be made to take into account any subsequent changes such as salary or work pattern.
- Where an employee requests additional leave which is in excess of one or more calendar months normal leave will be recalculated to reflect accrual based on completed months of service.
- Normal rules will apply for annual leave for those who terminate their employment.
- Employees with fixed work requirements, excluding school based term time employees, are able to buy leave, subject to the needs of the service, which can be used at times agreed with their line manager.
- Where an employee is offered a new post, the employee and the new line manager must discuss prior to appointment, any existing enhanced leave arrangements.

- Where the manager is unable to grant the request the employee has the right of appeal. Any appeal should be made in writing to the Senior Manager – HR and Workforce Development within 14 days of notification of the decision. The Senior Manager – HR and Workforce Development, or other nominated Officer, will consider the appeal and respond within 14 days. The procedure will end at that stage and there will be no further right of appeal.

5. SERVICE REQUIREMENTS / ATTENDANCE FOR BUYING ANNUAL LEAVE

- 5.1 Employees participating in the scheme are expected to demonstrate a good level of attendance. To ensure consistency across the Council, the level of attendance is set at **95%** and excludes any absence covered by Equalities legislation. However, managers are expected to review each case on an individual basis and take into consideration previous records of attendance and the reasons for any absence(s). For example, a manager may authorise an application from an employee whose attendance has fallen below **95%** due to treatment for a medical condition, and who in previous years has demonstrated a good level of attendance.
- 5.2 Employees on maternity leave are able to participate fully in the scheme. Periods of maternity leave do not count as non-attendance for the **95%** attendance level. As with all other employees, they must apply to take part in the scheme prior to the start of the new annual leave year.
- 5.3 Employees who enter the scheme and subsequently fail to achieve an acceptable attendance record will have their case reviewed under the Council's Framework for Maximising Attendance and Wellbeing. Depending on the circumstances of the case, an employee's participation in future years may be withdrawn.

6. BUYING ANNUAL LEAVE AND HOW IT IS CALCULATED

- 6.1 Payroll will make deductions direct from an employee's salary over the leave year. Payments may be adjusted in line with any changes in salary e.g. pay award.

6.2 The deductions taken from an employee's salary, over the leave year, are calculated as follows:

Number of hours requested x hourly rate

6.3 **Employees must** assess the impact of deductions on their salary before making an application to buy leave.

APPENDIX 1

Scheme of Enhanced Leave Application Form – 2022/2023

Sections 1, 2 and 3 to be completed by the employee

Section 4 to be completed by the employee's line manager

Before completing this form, please refer to the Notes of Guidance (Appendix 2).

1.EMPLOYEE/POST DETAILS (To be completed by the employee)									
Name:		Employee Number:							
Job Title		Service							
Work Location		Contracted Weekly Working Hours							
Correspondence address:									
Work pattern (specify days worked and number of hours per day)									
2.BUYING LEAVE (To be completed by the employee)									
Please state the number of hours leave you wish to buy: (note 1 day for a standard full time member of staff working will be 7 hours)									

3.EMPLOYEES AUTHORISATION FOR DEDUCTIONS FROM PAY

(To be completed by the employee)

I have read and understood the conditions of the scheme of enhanced leave and authorise the Council to deduct the appropriate sums of money from my pay, each month. I understand that if my pay changes, the amount of money deducted from my pay will be amended accordingly.

EMPLOYEE - SIGNATURE: _____

EMPLOYEE – PRINT NAME: _____

DATE: _____

4. AUTHORISATION FOR ENHANCED LEAVE- completed by the employee’s line manager

Enhanced Leave Application:

Approved

Not Approved

LINE MANAGER – SIGNATURE: _____

LINE MANAGER – PRINT NAME: _____

DATE: _____

If a request for enhanced leave is approved, this form should be forwarded to HR Services

**APPENDIX 2
SCHEME OF ENHANCED LEAVE**

Notes for Completion

Please ensure you read these notes carefully before completing the application form.

1. PERSONAL DETAILS

Please ensure that **ALL** details are completed i.e. your full name, employee number, job title, Service Area, work location, contractual hours, your chosen correspondence address and your current work pattern. Please note that you will find your employee number detailed on your pay slip.

2. BUYING LEAVE

You must clearly state the number of hours you wish to buy. Please note that you cannot carry forward the bought leave into the next leave year.

3. DEDUCTIONS FROM PAY

You must sign the form to authorise payroll to make deductions from your pay. If this form is not signed, it will automatically be returned for you to sign which may cause a delay in the commencement of payroll deductions.

4. MANAGERS AUTHORISATION

Your manager must approve or reject the application for enhanced leave. The form must be signed and dated by your line manager.

5. HR SERVICES

It is the responsibility of your line manager to ensure this form is forwarded to HR Services. HR will make arrangements for a copy of this form to be retained in your personal file, and for payroll to make the appropriate deductions from your pay.

Note:

- ***Please print clearly and use black ink only (for IDOX/scanning purposes) to complete the form.***
- ***If you require assistance in completing this form, please contact HR.***
- ***Before completing this form, please ensure you have read and understood the Scheme of Enhanced Leave.***