

Buying and Selling Leave Policy

We will provide this policy on request at no cost, in large print, in Braille, on tape or in another non-written format.

We can produce information on request in large print, Braille, tape and on disk. It is also available in other languages. If you need information in any of these formats please contact us on Freephone 0800 479 7979.

如果你向我們提出要求，我們可以為你提供本資訊的其他語言的版本，或者是盲文或磁帶。如果你需要本資訊的任何一種這些版式的版本，請聯繫我們，電話號碼是 0800 479 7979。

Si vous nous le demandez, nous pouvons vous remettre ces informations en d'autres langues, en braille ou sur cassette. Si vous souhaitez que ces informations vous soient fournies sous l'un de ces formats, contactez-nous en composant le 0800 479 7979.

چنانچه مایل باشید می‌توانید این مطالب را به فارسی یا زبان‌های دیگر و همچنین بریل و یا بر روی نوار کاست دریافت دارید. در صورت نیاز خواهشمندیم با شماره تلفن 0800 479 7979 با ما تماس بگیرید.

ਜੇ ਤੁਸੀਂ ਸਾਨੂੰ ਬੇਨਤੀ ਕਰੋ ਤਾਂ ਅਸੀਂ ਤੁਹਾਨੂੰ ਇਹ ਜਾਣਕਾਰੀ ਹੋਰ ਭਾਸ਼ਾਵਾਂ, ਬ੍ਰੇਲ (ਨੋੜਹੀਣਾਂ ਲਈ ਭਾਸ਼ਾ) ਵਿੱਚ, ਜਾਂ ਟੇਪ ਉੱਪਰ ਦੇ ਸਕਦੇ ਹਾਂ। ਜੇ ਤੁਹਾਨੂੰ ਇਨ੍ਹਾਂ ਵਿੱਚੋਂ ਕਿਸੇ ਰੂਪ ਵਿੱਚ ਚਾਹੀਦੀ ਹੋਵੇ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ 0800 479 7979 ਨੰਬਰ ਤੇ ਸੰਪਰਕ ਕਰੋ।

Na Pana/Pani życzenie możemy zapewnić te informacje w innych językach, alfabetem Braille'a lub na kasecie. Jeśli chciał(a)by Pan(i) uzyskać te informacje w którejś z tych form, prosimy skontaktować się z nami pod numerem telefonu 0800 479 7979.

Haddii aad na weydiisato waxaanu warbixintan kugu siin karaa iyadoo ku qoran luuqad kale, farta ay dadka indhaha la' akhriyaan ama cajalad ku duuban. Haddii aad jeclaan lahayd in warbixintan lagugu siiyo mid ka mid ah qaababkaas, fadlan nagala soo xidhiidh telefoonka 0800 479 7979.

По вашей просьбе данная информация может быть предоставлена на других языках, шрифтом Брайля или в аудиозаписи. Если вам требуется информация в одном из этих форматов, позвоните нам по номеру 0800 479 7979.

Approval body	<i>Executive Team</i>
Date of approval	<i>October 2022</i>
Review Year	<i>October 2025</i>
Customer engagement required	<i>No</i>
Trade union engagement required	<i>Yes - For Consultation</i>
Equality Impact Assessment	<i>No</i>

1. INTRODUCTION

- 1.1 Wheatley Homes South Limited (WHS) is committed to attaining a positive work life balance for the staff group and ensuring flexibility for staff where possible.
- 1.2 This policy is designed to maximise the flexibility offered to WHS staff when managing their annual leave entitlement.

2. SCOPE

- 2.1 This Policy and Procedure applies to all WHS employees.
- 2.2 All employees receive paid annual leave as set out in their contract of employment. The Buying and Selling Annual Leave policy allows employees the flexibility to alter that entitlement, either by buying additional leave or selling some of their current entitlement.
- 2.3 This policy does not impact an employee's right to receive a statutory minimum of 28 days leave per year, which includes public holidays. Any request made to sell leave under this policy could not impact an employee's statutory minimum leave entitlement.
- 2.4 This Policy and Procedure is contractual and amendments to this will be in consultation with the Trade Unions.

3. BASIC PRINCIPLES

- 3.1 The basic principles of this policy are:

- 3.1.1 To support WHS's commitment to maintaining all possibilities of a positive work life balance by giving staff some additional choice and flexibility with regards to annual leave;

- 3.1.2 To provide all staff with the opportunity to either buy or sell up to 5 days annual leave in any annual leave year period which runs from January to December;

- 3.1.3 To provide staff with the ability to effectively manage any excess leave entitlement at the end of the annual leave year period.

- 3.2 Taking account of these objectives, the policy has been developed in line with recommendations from the Organisational Development Working Group and with recognised best practice.

4. RESPONSIBILITIES

General responsibilities are outlined in this section for:

4.1 Responsibilities of EMT and / or Board

The Board and Executive Management Team's responsibilities include, but are not limited to:

- Reviewing this policy in line with the policy review dates and ensure that it is reflective of WHS values and practice

4.2 Responsibilities of the Line Managers

The line managers responsibilities may include, but will not be limited to:

- Ensuring employees take leave in accordance with legislative requirements
- Ensuring requests made under this policy are processed promptly
- Raising any breach of this policy to the attention of the Human Resources department

4.3 Responsibilities of the Employees

The employees' responsibilities may include, but will not be limited to:

- Ensuring that any requests for annual leave adjustments are made in accordance with this policy
- Raising any behaviour in breach of this policy to the attention of the line manager or where appropriate to the Human Resources department

5. POLICY

5.1 Requests

5.1.1 Staff can request to either buy up to 5 days extra annual leave or sell up to 5 days of their annual leave entitlement, this will be pro-rata for part time staff.

5.1.2 Staff can make a maximum of 2 requests per year to alter their leave entitlement for that annual leave year period. Staff cannot submit requests to sell leave if they have already bought leave in the same annual leave year period. Staff who have bought annual leave must therefore use all of their entitlement in that year otherwise this will be lost.

5.1.3 Requests can only be submitted to buy or sell whole days annual leave. This will be considered on a case-by-case basis for part time staff.

5.1.4 If 2 requests are made within the same annual leave year period, the total of the two requests combined cannot exceed the totals detailed in 5.1.1 of this policy.

5.1.5 Staff can submit requests to buy leave at any time, however, requests to sell leave can only be submitted in either November or December of the year that the leave has been accrued.

5.1.6 Staff should make any requests in writing to their line manager using the agreed form. The line manager should consider the request and if approved forward to the Human Resources Department for processing.

5.1.7 A line manager should only refuse a request if it does not meet the requirements of this policy or if approving the request would be of detriment to the performance of the associated function. Line managers should consult with the HR Department prior to refusing a request.

5.1.8 Requests received by the HR Department will be processed and the necessary amendments will be applied to the following month's payroll i.e., for requests to be processed in the next pay run, they must be received by HR by the end of the previous month at the latest.

5.1.9 Adjustments to staff leave entitlements will not be processed until the relevant payroll adjustment has been fully applied.

5.1.10 The flexibility offered by this policy should negate the need for staff to carry over unused leave at the end of an annual leave year period. In exceptional circumstances, staff can carry over up to 5 days of unused annual leave into the next annual leave year but only after obtaining the consent of their line manager in writing prior to the 31st December of that leave year. This is likely to only be approved in circumstances such as staff returning from an extended period of leave with high amounts of annual leave to use. Annual leave carried forward must be used within two months (by last day in February of any annual leave year). Alternatively, prior to end of February in any annual leave year staff may request a payment in lieu of unused annual leave carried forward but not taken.

5.1.11 Line managers must ensure that staff take a minimum of 28 days leave per year, including public holidays. Any combination of requests to sell leave and carry leave forward must not breach this requirement.

5.2 Payroll

5.2.1 By submitting a request form, an employee is consenting for WHS to make the relevant adjustments to their salary.

5.2.2 The value of each day's leave will be calculated on the individual staff member's salary at the date the request is received by the HR Department. Staff should fully consider the cost of any request prior to submission, if necessary, contacting the Payroll Department for information.

5.2.3 All requests, either buying or selling, will be subject to relevant tax and National Insurance. For the avoidance of doubt, both the purchase and sale of leave will be applied to your gross pay.

5.2.4 The purchase and sale of leave will have no effect on your pension.

5.2.5 The purchase of leave cannot take your gross hourly pay below the National Living/Minimum Wage as appropriate.

6. GOVERNANCE AND REGULATION

6.1 This policy is the responsibility of the Human Resources Department.

6.2 The policy is due for formal review every three years.

7. SANCTIONS

7.1 Any breaches of this policy may be subject to disciplinary action under WHS's Disciplinary Policy.