



*Dunbartonshire and Argyll & Bute  
Valuation Joint Board*

# **ENHANCED LEAVE SCHEME**

February 2017

## DUNBARTONSHIRE AND ARGYLL & BUTE VALUATION JOINT BOARD

### Quick Reference - Associated Documents and Version Control

<b>Title</b>	Enhanced Leave Scheme
<b>Associated Terms and Conditions</b>	Contents in relation to flexible leave arrangements
<b>Lead Officer</b>	David Thomson
<b>Updates</b>	1
<b>Supersedes Version</b>	New Policy
<b>Driver for change</b>	Improved flexibility to support staff to balance work and home commitments – reduction in associated sickness absence.
<b>Review Date</b>	The scheme will be reviewed in line with any related new or amendments to legislation as required.

### Version Control

Version	Originator	Summary of Changes	Date
0.1d	David Thomson	New Draft Policy	December 2016
0.2d	David Thomson	Management Team Approval	January 2017
0.3d	David Thomson	Created stand-alone Policy	7 February 2017
1.0	David Thomson	Joint Board Approval	24 February 2017

# ENHANCED LEAVE

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## **1. INTRODUCTION**

As part of Dunbartonshire and Argyll & Bute Valuation Joint Board's (The Joint Board) Flexible Working policies, this scheme allows employees the opportunity to supplement their existing annual leave entitlement. The Joint Board recognises the growing demands placed on employees to try and 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. WHAT IS ENHANCED LEAVE?**

The scheme allows employees to bank and/or buy annual leave.

### **2.1 Banking Leave**

Banking Leave – an employee sacrifices a fixed amount of their annual leave and banks this over a set period of time, to be used at an agreed later date. When banking annual leave, the amount sacrificed each year should not reduce that year's entitlement to less than the minimum set by the Working Time Directive (28 days for full time employees and pro-rata equivalent for part time employee). For example, employees on an annual leave entitlement of 20 days will have a maximum of 4 days they can bank, with 12 public holidays maintaining the statutory 28 days total leave.

### **2.2 Buying Leave**

Buying Leave – an employee purchases additional days of annual leave 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.

### **2.3 Combination of buying and banking leave**

Subject to the needs of the service, employees may have the option to bank and buy annual leave over a fixed period of time. Appendix 1 details the number of days that can be bought and banked depending on an employee's annual leave entitlement.

## **3. CONDITIONS FOR PARTICIPATION IN THE SCHEME**

Employees have the option to use their bought leave to supplement their existing annual leave entitlement or to use their banked leave to take an extended period of leave.

The general criteria for being able to apply for additional leave or extended periods of leave include the following:-

### 3.1 Service Requirements

All approvals for additional leave under the terms of the scheme are subject to the needs of the service and will be considered by the line manager within 14 days of receiving the request.

On receiving a request the manager should consider the following:-

- How much leave has the employee asked to buy.
- How much leave has the employee asked to bank
- Does the employee wish to take a period of extended leave
- When does the employee wish to take the leave, is it for a specific reason or over the period of the leave year
- What other leave requests have been submitted
- Can the service requirements still be maintained if the leave is agreed, if not what is the justification for this
- The number of periods of extended leave already taken by the employee, agreed or refused and the reasons for this.
- Attendance Levels

### 3.2 Conditions for banking and buying and leave

#### Banking Leave

When banking annual leave, the amount applied for each year should not reduce that year's entitlement to less than the minimum set by the Working Time Directive. For full time employees that is 28 days. For part time employees a pro-rate equivalent would apply.

**A maximum of 5 days annual leave can be banked in any one leave year.**

Applications to bank leave should generally be made between the start of the leave year on 1<sup>st</sup> April and 30<sup>th</sup> June. After this date the banking of leave will only be granted where service provision can be assured. Applications will not be accepted in March of any year. The application and authorisation of requests to bank leave are treated individually and will only be valid for a year. A further application to bank leave must be made each year the scheme is in operation.

A record of the employee's banked leave must be kept. The booking of banked additional annual leave will be subject to normal annual leave arrangements and in accordance with any local protocols.

#### Buying Leave

**A maximum of 5 days additional annual leave entitlement can be purchased in any one leave year.** Applications to buy leave can be made at any time during the

leave year (1<sup>st</sup> April – 31<sup>st</sup> March) up to 31<sup>st</sup> December after which the employee cannot apply to buy further leave until the commencement of the next leave year on 1<sup>st</sup> April. The employees leave record must be updated to reflect that leave has been bought.

Employees must take bought leave in the leave year purchased. The application and authorisation by line manager of requests to buy leave are treated individually and will only be valid for a year. Purchased leave must be taken before the employee's normal annual leave entitlement is used. A further application to buy leave must be made each year the scheme is in operation. The booking of bought additional annual leave will be subject to normal annual leave arrangements and in accordance with any local protocols.

### **Contractual Changes**

If an employee increases or reduces their contractual hours during the leave year their leave application will be reviewed and the amount to be deducted from salary re-calculated.

### **Withdrawal from Scheme**

The option to withdraw from the scheme can be actioned by the employee or their manager. Any employee or manager wishing to withdraw from the arrangement must give reasonable notice of any withdrawal. Where a withdrawal from the scheme is implemented the employee salary deductions will continue in respect of any purchased leave already taken. Employees leaving the Joint Board will be reimbursed if the salary deductions on leaving amount to more than the leave taken. Payments will be recovered prior to leaving if the value of the salary deductions is less than the value of the leave taken.

### **Term Time Employees**

Term time employees with fixed work requirements are restricted in the days they can take annual leave, and are excluded from banking leave but have the option to buy. Buying leave allows the employee to plan leave out with fixed holiday periods, subject to the service requirements listed in Section 3.1.

## **3.1 Application to Buy Leave - Adjustment to Pay**

Employees should note that, by completing and submitting the application form for additional annual leave, the form will also act as their consent to the applicable salary adjustment if the leave is approved. It is the employee's responsibility to ascertain how much the deduction from their salary will be before making the application to buy leave.

WDC's Pay and Remuneration team will make deductions directly from an employees' salary, in accordance with their pay cycle for that leave year and confirm the amount of

the monthly deductions in writing prior to commencement of the first payment. The cost of leave purchased can be spread over periods of 12 months, 6 months or paid in full.

### **3.3 Eligibility**

Employees on maternity leave are able to participate fully in the scheme.

## **4. EXTENDED PERIOD OF LEAVE**

Employees must have five years' service by the date they propose to take the leave period. The maximum period of extended leave whether bought, banked or unpaid special leave is for six months.

## **5. MOVING TO AN ALTERNATIVE POST (INTERNALLY)**

Where an employee applies for an alternative post, the employee and the line manager must discuss prior to appointment, the on-going arrangements of those participating in the scheme and intending to take an extended period of leave. The appointing manager must use the criteria outlined to help them decide whether the employee's arrangement can be honoured or not.

## **6. APPEALS PROCEDURE**

The employee will have the right to appeal any decision taken by their Manager to a **Nominated Senior Officer within 10 working days of the date on which notice of the decision is given.** Appeals must be in writing stating the reason for appeal. The employee will be notified within 5 days of the date on which the Appeal form was received advising of the arrangements for the Appeal Hearing. The Hearing will be heard by a Nominated Senior Officer. The employee has the right to be accompanied by their Trades Union representative or colleague to this meeting. The employee will be notified in writing of the decision within 5 working days of the date of the concluded Appeal Hearing.

As Nominated Senior Officers have delegated responsibility for staffing there is no further right of appeal in relation to the application for enhanced leave. Should there be any concerns relating to the procedure to request enhanced leave these may be raised through the normal grievance procedure.

## **7. APPENDICES**

Appendix 1 - The number of days that can be bought and banked (per year)

## APPENDIX 1

The maximum amount of banked and bought leave (per year) based on an employee's current annual leave entitlement – pro rata equivalent for part time employees.

<b>Current Annual Leave Entitlement</b>	<b>Public Holiday Entitlement</b>	<b>Maximum number of days which can be banked</b>	<b>Maximum number of days which can be bought</b>	<b>Maximum Amount of enhanced leave per year</b>
20 days	12 days	4 days	5 days	9 days
21 days	12 days	5 days	5 days	10 days
22 days	12 days	6 days	5 days	11 days
23 days	12 days	7 days	5 days	12 days
24 days	12 days	8 days	5 days	13 days
25 days	12 days	9 days	5 days	14 days
26 days	12 days	10 days	5 days	15 days
27 days	12 days	11 days	5 days	16 days
28 days	12 days	12 days	5 days	17 days
29 days	12 days	13 days	5 days	18 days
30 days	12 days	14 days	5 days	19 days