

**Purchasing Additional Leave**  
**Faculty of Medicine & Health Staff**

You can currently apply at any time of the year and there are two ways to do so.

- 1 request a period of unpaid leave with the proportion of salary to be deducted in the month the leave is taken. The actual dates of the unpaid leave are enter into the HR/Payroll system
- 2 request a number of days leave to be taken as additional holiday throughout the year and 'repay' through salary deduction on a monthly basis.

Your request for unpaid or additional leave should be made to your line manager in the first instance, for local approval, and then forwarded to your Business Manager (HR Contact) for processing.

The Business Manager should complete a CV1 and put it through your local approval process and then submit to the faculty authorisation process. Medicine HR will then confirm the arrangements in writing to you.

### **Unpaid Leave**

Business Managers should ensure that the CV1 clearly indicates the dates that the unpaid leave is requested for. Please note that the deduction will be made in the month that the leave is taken.

Unpaid leave does not show up on payslips as a separate deduction. The monthly salary shown is the reduced amount. Tax, NI and pensions deductions are then made on this reduced amount.

You should contact the Pension's Office if you wish to maintain pension contributions during the period of unpaid leave.

### **Buying Additional Days**

Business Managers should complete a CV1 form clearly indicating the number of days requested, the month the deductions from salary should commence and how many full (or half) days per month should be deducted. To ensure clarity please confirm the total number of hours requested if you work part time. Repayment should be completed by the end of the relevant leave year.

### **Things to consider before requesting additional leave**

For staff on fixed term/funded contracts, please check your contract end date – it may affect your repayment schedule.

Please ensure that you don't request more leave than you can afford as deductions will not normally be amended once they commence. You can always buy more at a later date.

The amount deducted is based on your salary in the month payment commences and will not be increased for pay awards or annual increments once deductions have commenced.

There will be no break in deductions once they commence.

Consideration may be given to amending the repayment amount if there is a change in grade or a change in weekly working hours.

Additional leave should be taken within the current leave year (October to September). It cannot be carried over to the next year.

Requests should be for whole days only. However if you work part time or irregular days please indicate how many hours you are requesting.

Departments should monitor this additional leave within their normal process for requesting leave.

Business Managers are responsible for flagging any issues relating to staff who have purchased additional leave and then subsequently leave the university.

Note for Business Managers. If someone is split funded it is possible to ensure that the whole of the deduction each month is made from only one of the accounts. The account number to be used should be indicated on the CV1.