



East
Northamptonshire
Council

Personnel Sub-Committee

Minutes of a meeting held on 8 June 2010 at 2.00 pm at East Northamptonshire House, Thrapston

Present:

Councillors

Roger Glithero
David Brackenbury
Wendy Brackenbury
Sylvia Hughes
Andy Mercer (Leader of the Council)

David Oliver
Mark Lovell
Sharn Matthews
Katy Everitt
Keith Osborne

Chief Executive (DO)
Executive Director (ML)
Executive Director (SM)
Head of Resources and Organisational Development (KE)
Democratic Services Manager (KO)

- | | Action |
|---|---------------|
| 1.0 <u>APPOINTMENT OF CHAIRMAN</u> | |
| 1.1 It was | |
| RESOLVED:
That Councillor Roger Glithero be appointed Chairman for 2010/11. | RR |
| 2.0 <u>APPOINTMENT OF VICE CHAIRMAN</u> | |
| 2.1 It was | |
| RESOLVED:
That Councillor Sylvia Hughes be appointed Vice Chairman for 2010/11. | RR |
| 3.0 <u>MINUTES</u> | |
| 3.1 The minutes of the meeting held on 9 April 2010 were approved and signed by the Chairman as a correct record. | |
| 4.0 <u>APOLOGIES FOR ABSENCE</u> | |
| 4.1 Councillor Steven North sent his apologies. | |
| 5.0 <u>DECLARATIONS OF INTEREST/QUESTIONS</u> | |
| 5.1 There were no declarations by, or questions from, Members. | |

6.0 PURCHASING ANNUAL LEAVE POLICY & PROCEDURE

- 6.1 Members considered a new Purchasing Annual Leave Policy and Procedure, which had been developed in response to staff feedback, and provided the

Action

opportunity for staff to “buy” up to 10 days additional annual leave in each leave year with deductions in pay spread over that year.

- 6.2 Members welcomed the Policy and Procedure and asked that a slight change be made to the form on page 8. It was

RESOLVED:

That the new Purchasing Annual Leave Policy and Procedure, set out in Appendix A to these minutes at pages 3 to 10 be approved.

KE

7.0 XCHANGE GROUP MEETINGS

- 7.1 Members received and noted the minutes of the Xchange Group held on 3 February and 13 April 2010. DO commented that the Group was functioning very well.

8.0 DATE OF NEXT MEETING

- 8.1 The date of the next meeting was confirmed as Tuesday 14 September 2010 at 2pm. It was acknowledged that there may be a need for additional meetings in the light of the savings to be announced by the Government.

**KO
RR
EM**

Chairman



East
Northamptonshire
Council

APPENDIX A to minute 6.2

Purchasing Annual Leave Policy and Procedure



An employees' guide to purchasing annual leave

Document Version Control

Author (Post holder title)	Tricia Orr, HR and Payroll Supervisor
Type of document (strategy/policy/procedure)	Policy and Procedure
Version Number	1
Document File Name	Purchasing Annual Leave Policy and Procedure
Issue date	
Approval date and by who (SMT / committee)	
Document held by (name/section)	Organisational Development
For internal publication only or external also?	Internal only
Document stored on Council website or Eunice?	Eunice
Next review date	

Change History

Issue	Date	Comments
0.1	22/04/2010	Changes made following comments by SMT

NB: Draft versions 0.1 - final published versions 1.0

Consultees

Internal	External
e.g. Individual(s) / Group / Section	e.g. Stakeholders / Partners /Organisation(s)
Heads of Service, Xchange, UNISON, SMT, Personnel Sub Committee	

Distribution List

Internal	External
e.g. Individual(s) / Group / Section	e.g. Stakeholders / Partners /Organisation(s)
All employees	

Links to other documents

Document	Link

Additional Comments to note

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1.0 Introduction

- 1.1 The purpose of the annual leave purchase scheme is to provide employees with additional flexibility in respect of planned time off work. This scheme is in addition to any special paid/unpaid leave under the Special Leave arrangements.
- 1.2 This scheme provides the opportunity to “buy” up to 10 days additional annual leave in each leave year (pro rata for part time staff) with deductions from pay spread over the leave year.
- 1.3 Pension contributions will be made prior to any deduction from wages/salary; therefore pension entitlements will be unaffected.
- 1.4 Approval of any additional annual leave purchase is not guaranteed, and will always be subject to the operational requirements of the service which must remain a priority.
- 1.5 Organisational Development (OD) will be able to give managers advice and guidance if required.

2.0 Statement of intent

- 2.1 This policy and procedure outlines the council’s approach to the purchase of annual leave.

3.0 Scope

- 3.1 This policy and procedure applies to all employees of the council covered by Green Book NJC terms and conditions (available for reference from OD)

4.0 Outcomes

- 4.1 The outcomes to be delivered by this policy and procedure and the links to the council’s corporate outcomes are as follows:

Purchasing Annual Leave policy and procedure outcomes	Links to corporate outcomes
<ul style="list-style-type: none">• Employees are treated fairly and consistently• Staff retention• Assisting employees to achieve a balance between work and personal life	<ul style="list-style-type: none">• Effective management• Employer of choice

5.0 Operation of the scheme

- 5.1 Wherever possible, employees should make a request to purchase annual leave prior to the start of their annual leave year.
- 5.2 Employees must complete and sign the annual leave purchase form and give it to their Line Manager for consideration.
- 5.3 The Line Manager must consider the application fully and must normally respond within 15 working days of receipt. The Line Manager must take into account the effect of granting the request on the operational requirements of the service.
- 5.4 If the application is refused the reasons for this must be notified to the employee on the annual leave purchase form.

- 5.5 Employees who are not satisfied with the Line Manager's response may appeal within 10 working days of receiving the response to their Line Manager's Manager.
- 5.6 Employees must submit a written appeal which should include the reasons for appeal and attach a copy of the Annual Leave Purchase Form.
- 5.7 Employees will receive a written response to the appeal within 15 working days.
- 5.8 Approval of any additional annual leave purchased must be recorded on the employee's leave record and the days taken recorded and authorised in the normal way.
- 5.9 The manager should make a copy of the form for the employee and the original should be sent to OD.
- 5.10 The form will be retained on the employee's personnel file.
- 5.11 The Payroll Officer will inform the employee, by e-mail, of the monthly deduction and the date of the first deduction.
- 5.12 OD will monitor the forms to ensure that the policy is being applied consistently throughout the organisation.
- 5.13 Applications for the purchase of annual leave in excess of 10 days will only be considered in exceptional circumstances by the relevant Head of Service and Executive Director.
- 5.14 A carry over of up to 5 days will be allowed only when employees are not permitted – for operational reasons - to take their entitlement of annual leave.
- 5.15 If employees have been unable to take their leave due to long term sickness they will need to have a discussion with their manager to agree whether the leave can be carried over or whether they can be reimbursed.

6.0 Salary adjustments

- 6.1 Employees purchasing additional annual leave will have their salary reduced by the equivalent value of the number of days purchased over a 12 month period, or if the application is made after the start of the leave year the number of months remaining.
- 6.2 The cost will be deducted from net pay, i.e. after deductions for Tax, National Insurance and pension have been made.
- 6.3 The calculation for full time workers working a standard working pattern i.e. 37 hours over 5 day will be arrived at by:
 - dividing the employee's basic annual salary (excluding non contractual overtime) by 52.14 to determine the basic weekly pay;
 - dividing this figure by 5 to reach the daily pay;
 - multiplying this figure by the number of annual leave days the employee wishes to buy;
 - dividing this figure by 12 to arrive at the amount that will be deducted from the employee's monthly salary;
 - subtracting that figure from the employee's net monthly salary.
- 6.4 Example
 - A full time employee earns £21,519 per annum and wishes to buy 3 days annual leave
 - $£21,519 / 52.14 = £412.72$ per week
 - $£412.72 / 5 = £82.54$ per day
 - $£82.54 \times 3 = £247.62$ cost of 3 days annual leave

- $£247.62 / 12 = £20.63$ deduction from monthly pay for buying 3 days extra annual leave.

6.5 The calculation for part time workers will be arrived at by:

- dividing the employee's basic annual salary (excluding non contractual overtime) by 52.14 to determine their basic weekly pay;
- dividing this figure by 37 to reach their hourly pay;
- multiplying this figure by the number of annual leave hours the employee wishes to buy;
- dividing this figure by 12 to arrive at the amount that will be deducted from the employee's monthly salary;
- subtracting that figure from the employee's net monthly salary.

6.6 Example

- A part time employee earns £21,519 (pro rata) per annum, works 20 hours per week and wishes to buy 20 hours annual leave
- $£21,519 / 52.14 = £412.72$ per week
- $£412.72 / 37 = £11.15$ per hour
- $£11.15 \times 20 = £223.00$ cost of 20 hours annual leave
- $£223 / 12 = £18.58$ deduction from monthly pay for buying 20 hours extra annual leave

6.7 Employees who complete and the request for additional leave and obtain approval will be deemed to have consented to the applicable salary adjustment.

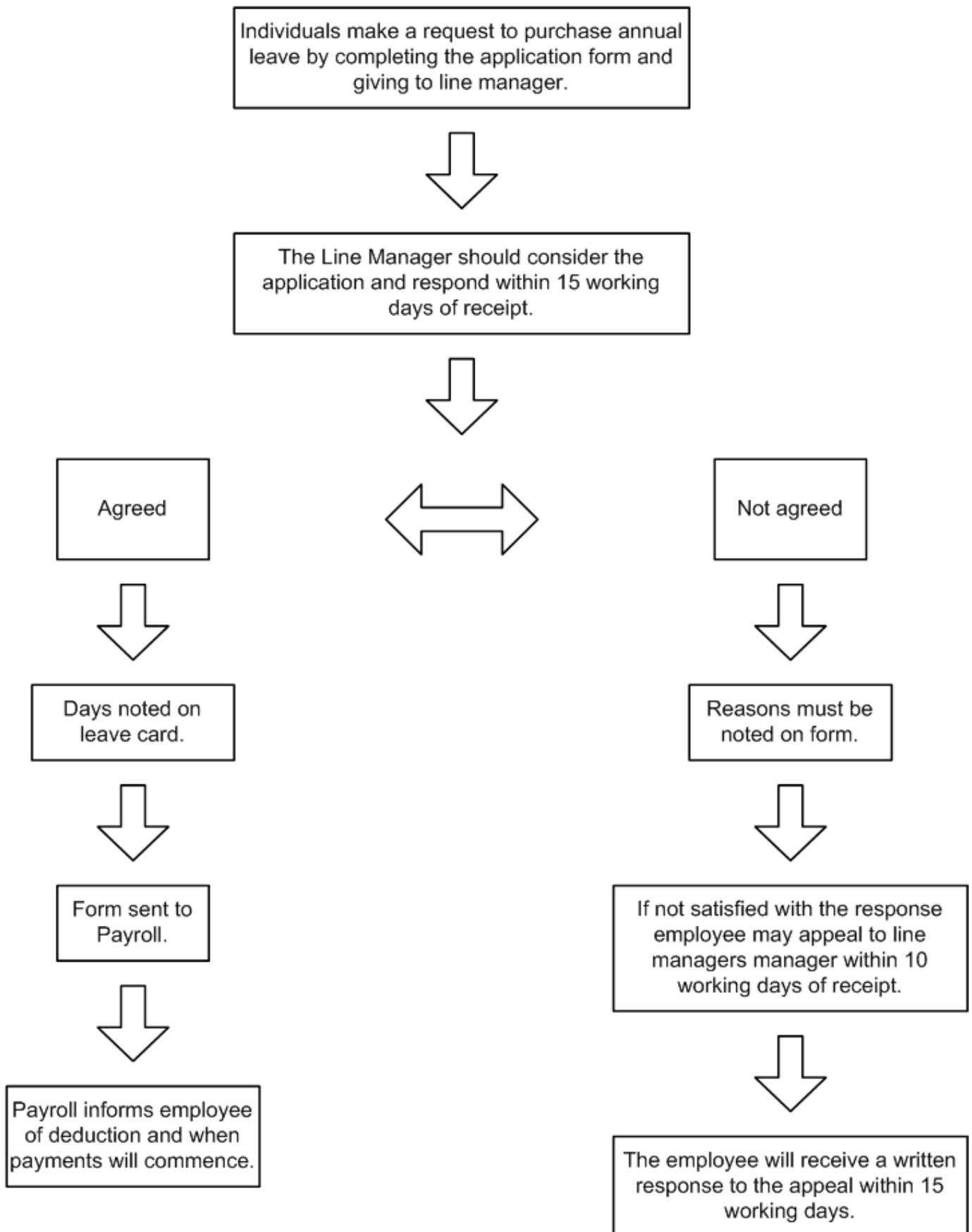
7.0 Leaving the authority

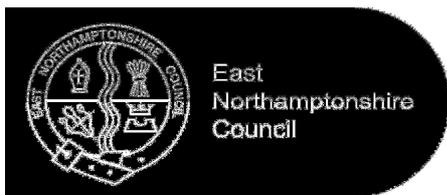
7.1 Employees who purchase and take additional annual leave will be required to repay from their final salary the outstanding value of the additional number of annual leave days taken if they leave East Northamptonshire Council prior to full repayment.

8.0 Monitoring of policy and procedure

8.1 This policy and procedure will be reviewed every 24 months.

Purchasing Annual Leave Flow Chart





Request to Purchase Additional Annual Leave

<p>Employees wishing to buy additional annual leave must complete this form and forward it to their line manager for consideration. The maximum amount of additional annual leave that an employee may 'purchase' in any one-leave year is 10 working days (pro rata for part-time staff).</p> <p><u>It is the employee's responsibility to liaise with the Payroll Officer for the salary deduction, which will apply.</u></p> <p>Note: The completion and submission of this form and approval of the request for additional annual leave will constitute an employee's consent to any applicable salary adjustment (including any appropriate repayment under 7.1 of the Policy & Procedure).</p>	
Please complete the following:	
Name of employee:	
Job Title:	
Service Area:	
Current hours worked per week and working pattern:	
<p>I would like to apply to purchase [] days/hours of additional leave (please state the number of days/hours you would like to purchase as working days and not calendar days).</p> <p>I understand that if I opt to purchase additional annual leave that this will result in a reduction in my salary for the relevant leave year.</p> <p>I understand that the decision to allow me to purchase additional annual leave is entirely at the discretion of ENC.</p>	
Employee's signature:	
Date:	
Line manager's response:	
Approved: <input type="checkbox"/>	Not approved: <input type="checkbox"/>
If not approved, Line Manager response:	
Line Manager's name:	
Line Manager's signature:	Date:

Completed forms should be returned to Organisational Development.