

**BRACKNELL FOREST COUNCIL'S
BUYING, SELLING AND BANKING ANNUAL LEAVE – MANAGER'S NOTES**

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Please read the Employee's Guide, which explains the basics of the scheme from the individual's point of view.

The information which follows is to assist managers who need to know more about the scheme, how to deal with enquiries, and what they should do.

BUYING AND SELLING OPTIONS

It is important that Managers are aware that the options on leave do not change some of the fundamental issues around annual leave. Dates of annual leave still have to be agreed with the Manager in advance. A Manager can still refuse to approve leave on a given date if it is not operationally viable or convenient. However, the reasons for refusing leave must be substantial ones, not arbitrary or vague. The Manager would not normally stop the individual from exercising his or her right to buy or sell leave entitlement, however there may be exceptional operational reasons why a manager may not authorise either the buying or selling of annual leave. In these circumstances and in advance of declining the request, the manager will seek advice from HR before declining the request. Similarly the manager should not make it difficult or impossible for the individual to use the entitlement within the scope of a normal leave year, but Managers should be clear that the individual does not have a right automatically to take leave at the time of their choice.

The temporary increases and decreases in salary will be met from existing staffing budgets. As this scheme is now an adopted Council Policy, Managers cannot accept or refuse requests for any reason, particularly with a view to balancing the budgets.

Simple examples of the cost of a day's leave are given in the employee examples. Calculation may be more difficult in the case of irregular working patterns but the Manager may ask any HR Adviser for advice.

There are some employees whose holiday pay has to be determined by reference to the previous 13 weeks earnings (eg some time-sheeted workers). It may be that the calculated cost of additional leave purchased or leave sold will not equate to the holiday pay they actually receive on any given occasion. This is, in fact, to be expected. They will already be accustomed to the fact that holiday pay can vary according to previous weeks' hours worked, or to whether it is taken before or after a pay increase. The payment they make is geared to average pay over the year, because it is a percentage of earnings: whether they take the leave on a week where the preceding 13 weeks is better or worse value for money may be a matter of chance or of design. The adjustment to their annual pay is linked to a change in the total weeks of entitlement, not to a particular week's leave in the year. However, Managers are advised to ensure the individual understands that the method of calculating holiday pay given on any single occasion has not changed.

To apply for buying / selling annual leave the employee must complete the [online form](#) by 31 January. The employee should submit the form online which will generate a copy to be sent to them, and also to you as their manager. If you/they receive this email, the annual leave request has been submitted and they do not need to check with HR that it has been received. Due to the volume of requests, HR will be unable to confirm whether individual requests have been received.

It is the manager's responsibility to ensure that the statutory minimum amount of annual leave for the year is not affected by decisions to buy/sell/bank.

Eg, if the individual has 23 days leave, then the maximum they can reallocate through selling or banking is 2. However, if they had 2 days carried over from last year plus 23 days, then they could sell or bank up to 5.

MAXIMUM AMOUNTS PRO RATA FOR PART TIME WORKERS

Each of the significant numbers of days from the scheme is shown in this chart pro rata for part timers. Since the scheme only allows purchase/sale/banking of whole days of leave, amounts have been rounded up or down to the nearest whole number.

Days worked per week	5 days	4 days	3 days	2 days	1 day
Statutory Minimum Annual leave	20	16	12	8	4
Days bought/banked per annum	10	8	6	4	2
Days sold per annum	5	4	3	2	1

When filling in the details of hours and days worked, please give answers to the nearest whole number (0.5 to be rounded down, not up.)

If the days worked are of significantly uneven length and the employee has their leave entitlement quoted in hours, please note that the scheme requires purchase/sale in units of one day. You can convert this into an average number of hours when you note it on the leave charts.

Example. Days worked may be 3, 4 or 5 per week on a rota, but the average works out as 3. Average hours per week as per the contract are 24 per week, so each of these 3 days is on average 8 hours long. Therefore the Manager should make out the forms to purchase/sell on the 3 day per week basis, and adjust the leave card totals by 8 hours for each day purchased/sold.

NEW EMPLOYEES

New employees have one additional opportunity to elect to buy or sell leave for the months of October to March only. Options must be made by the last working day of July using the online form. Please note that this is a pro rata arrangement for 6 months under which the maximum days bought for a full time employee are 5, and the maximum number of days sold are 2.

This opportunity is open to all employees who joined BFC after the normal end of January deadline and were therefore unable to buy/sell for the whole of the year in question.

CONCLUSION

There may be many queries about the scheme. If employees ask about the cost of buying or selling days, managers should initially suggest they do the calculation themselves (or help them to make a very rough calculation). It is anticipated that only a small proportion of these queries will result in buying or selling decisions. These notes may help the Manager to answer some of the queries.