

## **ADDITIONAL (BOUGHT) ANNUAL LEAVE GUIDANCE**

Employees can make a request to buy additional leave using the flexible working procedure to increase their existing annual leave entitlement.

Deductions for bought leave will be taken from your salary in 12 equal instalments from January to December and therefore arrangements for bought leave must, in all cases, start at the beginning of a new leave year.

Before applying to buy additional annual leave, you should make a [Flexible Working request](#). Your line manager will discuss with you the details of your Flexible Working request and inform you if your request has been granted. Only if your flexible working request is granted should you complete a [Bought Leave Form](#) which should be submitted to [hrchanges@westlothian.gov.uk](mailto:hrchanges@westlothian.gov.uk) along with a copy of the approved Flexible Working request.

### **How much annual leave can I buy?**

You can request to buy up to 6 weeks annual leave in blocks of one week.

### **When can I apply?**

You should submit your flexible working request in plenty of time to ensure that your request can be considered before the payroll deadline. Your Bought Leave Form must be submitted to payroll no later than 30 November.

### **I work term-time (sessional) – can I apply?**

Term-time staff whose holidays are aligned with the school holidays cannot apply to buy additional annual leave. Arrangements for leave during term time in exceptional circumstances are outlined in the [Leave of Absence \(Teachers\) Guidance](#).

### **I have two posts – can I apply to purchase leave in both posts, or only one post?**

The contractual arrangements for each post are separate. You need to submit a request for each post you would like to buy additional leave for.

### **Will late applications be accepted?**

In exceptional circumstances, late applications may be considered at the discretion of your Service Manager in consultation with the HR Manager (due to the impact on payroll processing). If approved, salary deductions will be calculated based on the number of available months remaining in the calendar year.

### **I am on a fixed term contract, due to end part way through the calendar year – can I still apply?**

Yes. If approved, salary deductions will be calculated based on the number of months remaining on your contract.

### **How will salary deductions be affected by pay awards or other changes in salary?**

On receipt of the Bought Leave Form, Payroll will base calculations on your hourly rate as at 1 January, but this will be recalculated on receipt of a pay award or any other changes in salary.

### **Is my purchase of annual leave a permanent arrangement?**

Purchase of annual leave will continue as long as you remain in the same post, under the same contract of employment.

### **Can I change my mind and cancel my bought leave?**

Bought leave is intended to be an ongoing arrangement while you remain in the same post, under the same contract of employment. You can ask to cancel a bought leave arrangement, but your request may be rejected due to the impact on service budgets. The cancellation of bought leave is at the discretion of the Service Manager.

### **Can I keep my bought leave if I apply for another job in the council?**

You may not be able to keep your bought leave if you accept another job in the council. If offered a new post, you should discuss your bought leave arrangement with the new line manager. The new line manager will consider whether the arrangement can continue to be accommodated.

If the arrangement can be accommodated in the new post, you should complete a new bought leave form and salary deductions will be calculated based on your new salary.

If the arrangement cannot be accommodated on an ongoing basis, the arrangement will be honoured for the remainder of the current calendar year. Salary deductions will be calculated based on your new salary.

### **Can I keep my bought leave if I am transferred or matched to a post in a new structure during organisational change?**

Where you are **transferred** or **matched** to a post in a new structure (Section 4, paragraphs 3.1 – 4.9 of the Workforce Management Policy and Procedure), your bought leave arrangements will be honoured and factored into the new structure.

If the arrangement can be accommodated in the new structure, you should complete a new bought leave form. Salary deductions will be calculated based on any revised salary.

### **Can I keep my bought leave if I am displaced and redeployed due to organisational change?**

You may not be able to keep your purchased annual leave if you accept another job in the council. If offered a new post, you should discuss your bought leave arrangement with the new line manager. The new line manager will consider whether the arrangement can continue to be accommodated.

If the arrangement can be accommodated in the new post, you should complete a new bought leave form and salary deductions will be calculated based on your new salary.

If the arrangement cannot be accommodated on an ongoing basis, the arrangement will be honoured for the remainder of the current calendar year. Salary deductions will be calculated based on your new salary.

### **How do I book leave that has been bought?**

Your annual leave entitlement will be adjusted to include any bought leave and you should book leave in the normal way on MyHR. If you do not use MyHR you should follow your existing process to request and book leave.

### **Can I carry forward any bought leave to the next leave year?**

No, you must use any bought leave in the leave year to which it relates. Carry over of leave will only be considered where you have been unable to use your leave entitlement as a result of long term sickness absence or service restrictions.

### **What happens if I leave the council?**

An adjustment to your final salary will be made, considering how many deductions have already been made from your salary and any outstanding leave due.

### **What impact will bought leave have on my pension contributions?**

Pension contributions are deducted from your gross pay before the bought leave is deducted therefore there is no impact on the pension contributions.

**Human Resources  
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