

**North East Derbyshire District Council**

**Cabinet**

**19 November 2014**

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|---------------------------------|
| <b>Purchase of Annual Leave</b> |
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**Report No NB/11/14/AG of Councillor N Barker, Portfolio Holder with Responsibility for Human Resources, Training and Member Development**

This report is public

**Purpose of the Report**

- To ask Cabinet to recommend that Council agree to a proposal to introduce the facility for employees to purchase up to ten days additional annual leave during a leave year.

**1 Report Details**

1. Bolsover District Council operates a scheme whereby employees may apply to purchase additional annual leave. The scheme applies to all employees who have contractual hours and have successfully completed their probationary period, and is proving to be reasonably popular with employees, whilst also saving money for the Council.
2. The principles of the scheme would be as indicated at **Appendix 1**, and if agreed it is proposed to include the text of Appendix 1 under the Local Conditions chapter of the Employee Handbook on the intranet.

**2 Conclusions and Reasons for Recommendation**

- 2.1 Such a scheme would potentially benefit both employees who need additional annual leave, and the Council, for whom this would represent an additional income stream.

**3 Consultation and Equality Impact**

- 3.1 At its meeting on 22 October 2014, the Council Joint Consultative Group agreed that this proposal should be recommended to Cabinet for adoption.

**4 Alternative Options and Reasons for Rejection**

- 4.1 None arising directly from this report.

**5 Implications**

**5.1 Finance and Risk Implications**

- 5.1.1 As applications would only be accepted where service provision would not be adversely affected, the introduction of such a scheme would allow for additional income for the Council, for example in 2012/13 Bolsover District Council raised £5,805 and in 2013/14 £9,385 in additional income through purchase of additional annual leave.

## 5.2 Legal Implications including Data Protection

- 5.2.1 None other than those mentioned as part of the report.

## 5.3 Human Resources Implications

- 5.3.1 None arising directly from this report.

## 6 Recommendations

- 6.1 That Cabinet recommends that Council:-

- agrees to the introduction of a scheme to allow employees to purchase additional annual leave.
- agrees that the provisions outlined in Appendix 1 be added to the Local Conditions chapter in the Employee Handbook.

## 7 Decision Information

|                                                                                                                                                                                                            |     |
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| <b>Is the decision a Key Decision?</b><br>(A Key Decision is one which results in income or expenditure to the Council of £50,000 or more or which has a significant impact on two or more District wards) | No  |
| <b>District Wards Affected</b>                                                                                                                                                                             | N/A |
| <b>Links to Corporate Plan priorities or Policy Framework</b>                                                                                                                                              |     |

## 8 Document Information

| Appendix No                                                                                                                                                                                                                                                                              | Title                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 1                                                                                                                                                                                                                                                                                        | Purchase of Additional Leave |
| <b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers) |                              |
|                                                                                                                                                                                                                                                                                          |                              |
| Report Author                                                                                                                                                                                                                                                                            | Contact Number               |
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# **Appendix 1**

## **Purchase of Additional Leave**

This scheme applies to all employees who have contractual hours with the Council and have successfully completed their probationary period. Applications will only be accepted where service provision would not be affected adversely.

The maximum number of days which can be purchased in any one leave year is ten working days (pro rata for part time employees).

The purchase of annual leave would be made by deductions from pay in installments. The cost would be spread out over the remaining months within the leave year to which the additional leave applies. Amounts deducted from pay would be recalculated if the employee's salary increases or decreases.

Any adjustments to pay would be before income tax and national insurance contributions are deducted.

The leave purchased will be treated as approved leave and as such, in accordance with the Local Government Pension Scheme, pension contributions will have to be made on pay before the deduction is made.

If the employee leaves the Council's employment during a year in which purchase of annual leave is being made, an adjustment will be made to the final pay to reflect any outstanding entitlement.