



Flexible Benefits - Buying holidays in 2018

A flexible approach to your annual leave

We aim to introduce a flexible approach to your benefits from next year by giving you the option to buy extra holidays. By taking up this benefit you can vary the amount of annual holiday you can have during the holiday year (1 January 2018 to 31 December 2018). You may choose to vary your existing holiday entitlement for the holiday year. If you choose to participate in the scheme by changing your holiday allowance for the year, we guarantee that you'll automatically return to your previous contractual holiday entitlement at the end of 2018. You can buy up to five extra days, however unfortunately you cannot sell days as we will not permit a holiday entitlement of fewer than 23 days for your own health and wellbeing.

Each day's holiday that you opt to buy is priced at 1/252nd of your notional salary. This is a standard formula as there are typically 252 working days each year. Deductions for additional days purchased are made monthly over a 12 month period starting from 1st January 2018.

How to apply

First obtain approval from your line manager. Then please complete an enrolment form and return it to HR.

Important information

The maximum number of holidays that you can choose to buy is 5 days per year. You cannot increase your holidays above this level. The minimum number of holidays you can have is 23 days per year. You cannot decrease your holidays below this level. Buying holidays is subject to the approval of your manager. Holidays are always taken with the agreement of your manager. Existing approval procedures still apply. If you choose to purchase extra holidays, you need to manage your holidays in line with the company's holiday policy. If you do not use them during the holiday year you will not have the option to sell them back or carry extra over into the next holiday year. If you leave the Company during the holiday year your holiday balance will need to be re-calculated as you pay for any flexible holidays bought on a monthly basis. If you work part time you can buy additional holidays in hours up to a maximum of your weekly working hours per week. For example: if you work 20 hours per week you can buy a maximum of 20 hours holiday.



Buying Holiday Request Form – 1 January 2018 to 31 December 2018

Name:	
Department / Location:	
Line Manager:	
Relevant Director:	

I request to buy an additional _____ days holiday (up to a maximum of 5 and not exceeding 30 days in total) for the period 1 January 2018 – 31 December 2018

I understand that:

- *By changing my holiday allowance for the year, I will automatically return to my previous contractual holiday entitlement at the end of 2018*
- *Each day's holiday that I opt to buy is priced at 1/252nd of my annual gross basic salary.*
- *Deductions for the additional days purchased will be made monthly over a 12-month period starting from 1st January 2018*

I confirm that I have received and read a copy of the scheme rules and accept the conditions as set out in it.

Employee Signature:	
Date:	

I authorise the employee's request above to buy ____ days' additional holiday for the period 1 January 2018 – 31 December 2018.

Line Manager's Signature:	
Date:	

Relevant Director's Signature:	
Date:	

Please forward authorised request forms to Sian Shaw, HR Advisor (sianshaw@3aaa.co.uk)