

# NHSBT's Buy and Sell Annual Arrangements

Updated May 2022

### Background

As we transition from the Covid-19 pandemic it is important for colleagues to continue to regularly book and take annual leave to give you a break from work and allow you to rest and recuperate to maintain your own physical and mental well-being. As such we encourage you to spread your annual leave over the year, where possible, taking at least one week of annual leave every three months.

NHSBT recognises that your requirements around annual leave may vary depending on your individual circumstances, health and well-being needs, and NHSBT's operational demands.

To support you in managing your annual leave, NHSBT has put in place the following arrangements with effect from the 2022/23 leave year;

- Carry forward (from 22/23 to 23/24) up to one week's annual leave (5 days - pro rata)
- One opportunity to request to buy up to 37.5 hours/5 days\* (days pro rata) additional annual leave
- One opportunity to request to sell up to 37.5 hours /5 days\* (pro rata for part-time) annual leave

\*The maximum amount of annual leave that you can request to buy or sell, will be based on your weekly contracted hours at the time you make your application.

### Carry-forward annual leave from 2022/23 to 2023/24

The carry-forward of annual leave will revert back to the normal limit of up to one week.

You should plan to use all your annual leave during the leave year if this is not possible, due to operational needs, you can carry-forward up to one week's annual leave in agreement with, and approval by your manager.

### Buying/Selling annual leave

These arrangements for 2022/23 are open to all NHSBT employees employed as at 31st March 2022 for both the buy and sell leave windows.

Its essential Managers support their teams to take regular time away from work by spreading their annual leave out during the leave year. Consideration should be given to enabling everyone to take one week of their leave every three months, wherever possible. These discussions should continue throughout the year to minimise the accumulation of annual leave towards the end of the leave year.

Managers are strongly encouraged to discuss the annual leave needs with each of their team, to understand their current situation, their health and well-being, and ensure they are taking regular time away from work, whilst balancing operational needs. Requests to buy or sell annual leave should be considered as part of these discussions.

A request to buy or sell leave must be agreed with and approved by both your line manager and budget manager (where different).

All requests will be reviewed across NHSBT, to balance requests received with operational requirements before final confirmation of whether we are able to fulfil your request either in full or in part.

### Buying Annual Leave

As normal, there will be one application window to request to buy annual leave in May 2022.

Annual leave purchased cannot be carried across to 2023/24 leave year. Before requesting to buy leave, you should consider whether you will be able to use all your entitlement in this leave year and discuss this with your Line Manager.

If you purchase annual leave but then do not use it, you cannot choose to then sell back the annual leave later.

If you change your contracted hours after buying your additional annual leave you will not be able to increase or reduce the number of hours annual leave purchased.

If you leave NHSBT your final pay and leave will be adjusted accordingly, and any outstanding payment will be recovered.

### Selling Annual Leave

For the 2022/23 leave year there will be **one** application window to request to sell leave in September 2022.

You can only sell up to 37.5 hours (pro rata for part-time) annual leave in the full leave year.

If you leave NHSBT before the end of the 2022/23 leave year, the amount of annual leave you will be entitled to up to your leaving date, will be based on your adjusted leave amount after any sold leave has been deducted.

### Calculation of leave hours and payment

The maximum amount of annual leave that you can buy or sell will be based on your weekly contracted hours at the time you make your application.

For example.

- If you are a whole-time employee working 37.5 hours per week you can buy or sell up to 1 week which will be a maximum of 37.5 hours.
- If you are a part-time employee working 20 hours per week can buy or sell up to 1 week which will be a maximum of 20 hours.

The value of leave to be bought will be calculated using your basic pay (before tax and National Insurance contributions) as at, 31st March 2022 and an average of variable pay in the 3 months January 2022 to March 2022. Variable earnings will include unsocial hours and on-call payments but not voluntary overtime and call-out payments.

Payment for additional annual leave will be deducted in instalments from your monthly salary over a 9-month period from July 2022 to March 2023.

The value of leave to be sold will be calculated using your basic pay (before tax and National Insurance contributions) plus any variable earnings in the 3 months May 2022 to July 2022\*

If you sell leave the amount due will be paid as a single lump sum in November 2022 and is subject to tax and National Insurance contributions.

## The Process

You should discuss and agree your annual leave requirements with your manager. If you wish to buy or sell annual leave you will need to complete the on-line application. This will go to your immediate manager and budget manager for their authorisation.

Separate [Buying](#) and [Selling](#) calculators are available via [People First](#) to help you estimate the cost of buying annual leave or the payment if you sell annual leave (before tax and NI deductions). You should complete the relevant calculator and attach this to your application. Final calculations will be confirmed after the approved application is received. You will then have a final opportunity to withdraw your request after the calculation is confirmed.

All requests will be reviewed across NHSBT, to balance all buying and selling requests received with operational requirements before final confirmation of whether we are able to fulfil your request either in full or in part.

### Standard annual leave year

For submission, approval and confirmation dates refer to the [buying leave](#) and [selling leave](#) pages on People First.

If your application is successful, you will be notified in writing, with a confirmation of the calculation. Once you are notified you will have the opportunity to change your mind. If you do change your mind, you must withdraw your application by the withdrawal date stated in your email or letter, otherwise it will be progressed.

### Non-standard annual leave year

If you have a different leave year (some OTDT and medical staff) that doesn't run from April to March, then your approved application to buy annual leave, must be with HR Direct at least 3 weeks before the beginning of your annual leave year. If your application is successful, you will be notified in writing. You will need to send confirmation of your acceptance within two weeks. If confirmation is not received, then your application will be cancelled.

Deductions for annual leave bought will be made over 9 months commencing in the next available payday.

Requests to sell annual leave, from those with non-standard leave years, must be made during the September 2022 window.