

## SCHEDULE 3

### BUYING AND BANKING LEAVE SCHEME

The council currently has in place a Banked Leave Scheme which affords employees the opportunity to bank leave from their annual entitlement up to a maximum of 25 days over a period of five years (pro-rata for part-time employees). As part of our ongoing commitment to providing rewarding careers, actively promoting a culture of work-life balance and improving the benefit package we offer to our employees, we have developed a policy which will allow greater choice and flexibility over how and when employees use their annual leave entitlement.

It is proposed that this arrangement be extended to also allow employees to buy additional leave, subject to the limits set out above. The cost of buying leave will be deducted from an employee's salary, normally in equal instalments across the full leave year.

Employees will have the option to bank leave and to buy additional leave. The banking and buying of leave in this combined manner will be subject to the maximum limits set out above ie the **combined** total cannot exceed 25 days in total over five years.

An employee wishing to bank/buy leave in order to take an extended break must have two years' continuous service by the date they propose to take the extended leave.

In order to participate in the scheme an employee must be in post by the start of the leave year and have a contract of employment that extends beyond the period in which they intend to bank and use the leave.

A proposal to extend our 'Banked Leave Policy' was formally agreed on 6 November 2015 following a period of consultation with trade unions and the senior management team.

The Buying and Banking Leave Scheme is not a contractual benefit, and participation in it will vary depending on an employee's circumstances, the requirements of their job, and of the service they work for.

The policy will apply to non term-time employees and for Chief Officers.