



Annual Leave Purchase Scheme

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Introduction

1. Alert Health 24 Ltd wishes to assist those who feel their work/life balance may be enhanced by additional annual leave. This policy provides an opportunity for staff to apply to purchase annual leave in addition to the amount they are entitled to each year by way of a salary sacrifice, subject to certain conditions.
2. This policy is non-contractual and we reserve the right to alter it at any time.
3. This policy applies to all Branch Managers and Trainee Branch Managers.

Guiding principles

4. Our annual leave year runs from 1st January to 31st December
5. Up to five annual leave days a year may be purchased (pro-rata for part time staff)
6. The purchase is by way of a salary sacrifice arrangement. In each instance, following the application and acceptance of that application, the terms and conditions of the relevant staff member are varied to reduce their entitlement to pay in return for additional annual leave, a non-cash benefit.
7. The salary sacrifice arrangement operates by way of twelve equal monthly deductions from wages, the twelve months being in the relevant holiday year the additional leave was purchased.
8. Applications for purchasing annual leave in any given year must be made by 21st January of the year you wish to take the leave in.
9. Applications must be made only as per the below procedure.
10. We reserve the right to reject any application for additional annual leave if it will affect operational requirements. This scheme is not suitable for any staff who are paid on or near the national minimum wage or for those for whom the reduction in pay may cause issues with their visa. Since statutory benefits, such as sick pay and maternity pay, may be affected by a reduction in total gross pay then staff should carefully consider whether an application is suitable for them.
11. Any additional annual leave must be used in full within the holiday year that it is purchased. It cannot be carried over into the next leave year. There will be no reimbursement or "buy back" of additional annual leave that is not used.
12. Additional annual leave does not have to be taken in one absence and can be spread throughout the year. It will be added to the normal annual leave allowance for the relevant year and all annual leave must be booked in the normal way, according to our annual leave procedures.
13. In those years where additional annual leave is purchased, it will be regarded as having been used before the normal contractual entitlement.

14. In the event of termination of employment part way through a leave year, the annual leave allowance will be recalculated on a pro rata basis to the effective date of termination. Any outstanding balance in respect of days purchased will be recovered by way of deduction from the staff member's final payment. Any outstanding leave of any type should normally be taken in the notice period, if possible.
15. Additional annual leave can only be purchased for one year in any request. Any subsequent years must be requested separately.
16. Pension contributions will be made on normal pay rates and not the reduced salary levels.

Procedure

17. A member of staff who wishes to purchase additional annual leave should obtain approval in principle from their Director before making an application.
18. The Director will usually confirm to the member of staff their decision within ten working days of the request being received.
19. Each request will be considered in terms of the feasibility of allowing the member of staff to buy the additional annual leave for the time requested alongside operational needs. Other requests received by the Director from members of the same team will also be considered as to the likely impact on service delivery.
20. Where a request is refused (in full or in part), the Director will notify the member of staff verbally, giving the reason(s) for refusal. There is no right of appeal against a decision to refuse the member of staff's application.
21. Once the Director has considered all requests from their reports for additional annual leave, verbal approval will be given as appropriate and the Director must submit a signed copy of the form to HR. HR will undertake the necessary checks to ensure that the application does not pose any issues in terms of the remaining contract length or in terms of the resultant net salary falling below any statutory minimums.
22. By making an application for additional annual leave, a member of staff gives consent to the salary adjustments being made to pay for the additional leave purchase, where the application is subsequently approved by the relevant Director.
23. Any submissions after the stated deadline will not be accepted or progressed.
24. On receipt of the signed approval form, HR will record it and forward instructions to payroll, who will process the relevant salary deductions.
25. The cost of any approved additional leave will be deducted from the member of staff's gross salary on a monthly basis over the course of the leave year.