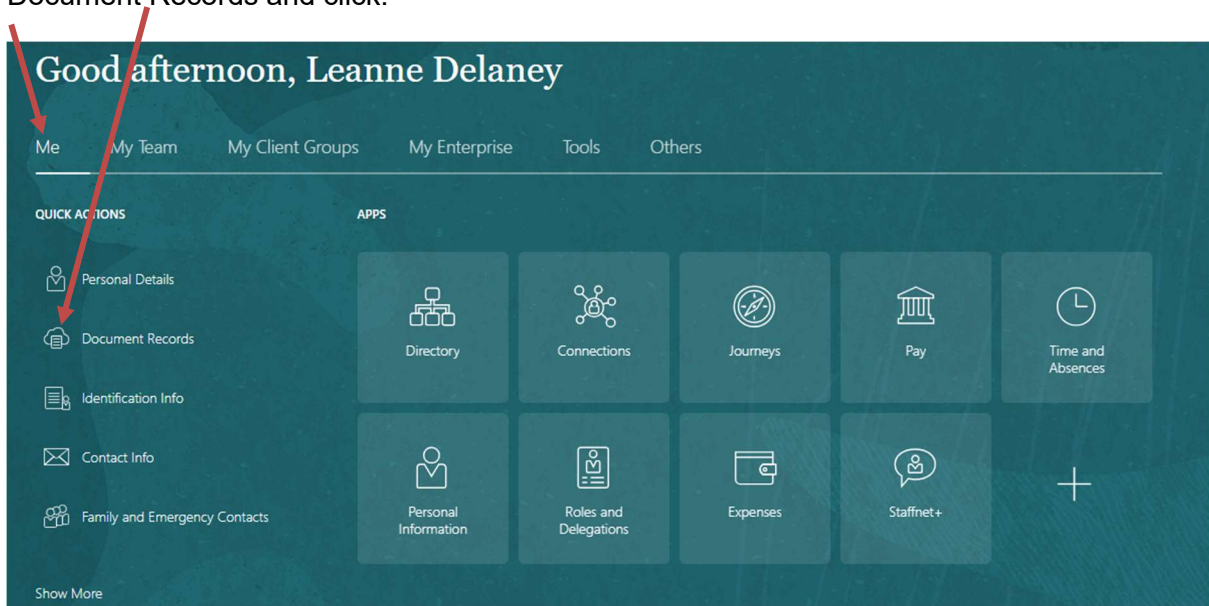


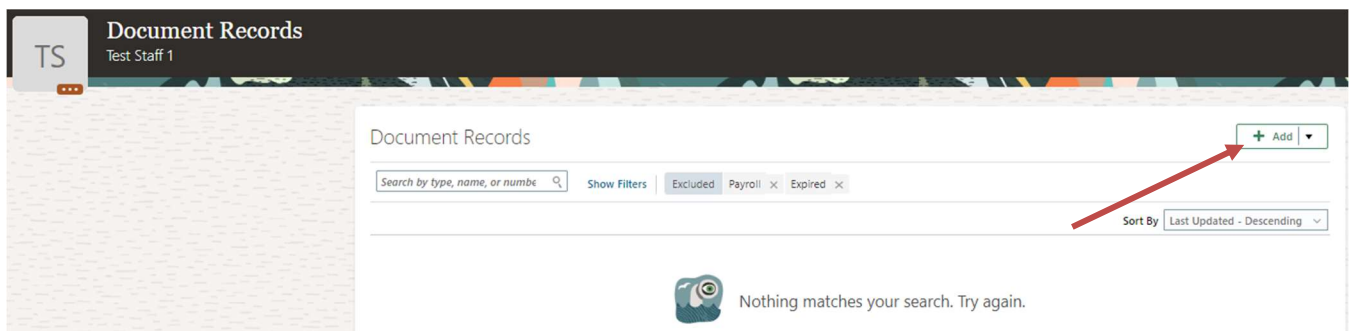
Annual Leave Purchase Scheme application guidance

Please Note: this scheme opens on the 27th Jan 2025 and is closing on the 3rd March 2025. Please **DO NOT** submit any applications after the 3rd March 2025.

To access Document Records, please log into Fusion and under the Me heading navigate to Document Records and click.



To access the Annual Leave Purchase Scheme application, please click on the +Add button on the right-hand side of your screen



From the Drop down 'Document Type' area, please select Annual Leave Purchase Scheme Application Form

Document Details

* Document Type

Name	Country	Category	Subcategory
6 week Probation Form	United Kingdom	Employment	
Advisory Notice Sickness Form	United Kingdom	Employment	
Annual Leave Purchase Scheme Application Form	United Kingdom	Absence	
Birth certificate		Benefits	
Career Break Request	United Kingdom	Employment	

Please complete the sections in the form as details below

Add Document
Leanne Delaney

Submit Cancel

Document Details

* Document Type: Annual Leave Purchase Scheme Application Form

Category: Absence
Country: United Kingdom

Description
By submitting this form I confirm that I have read and understood the Annual Leave Purchase Scheme and comply with the eligibility criteria. I authorise Employee Services Payroll Team to make a deduction from my salary in equal monthly payments following 01 April (or less if employed on a temporary or fixed-term contract). I understand that once this application has been approved, the agreement cannot be amended.

I understand that purchasing annual leave will have an implication on my pension benefits and I have the opportunity to buy back any lost pension as a lump sum through Additional Pension Contributions.
If my annual leave year runs from the month in which my birthday falls, I confirm I am happy to change to an annual leave year from 01 April to 31 March.
The Annual Leave Purchase Scheme and Annual Leave Purchase Scheme FAQs are available below for reference.

Reference Info
AL Purchase Scheme FAQs (1 more...)

* Business Title: HR Systems and Data Manager.Y-HR-BD001

* My weekly contracted hours are: 37

* Additional annual leave I would like to purchase (week(s)): 1 x weekly contracted hours or maximum of 2 x weekly contracted hours

Reason For Request

Attachments
Drag files here or click to add attachment

Once you are happy with your application, press Submit at the top right hand of your screen

Submit Cancel

Your application will then be sent to your manager for approval, you will be informed if its approved or rejected. If approved it will be sent to the Lifecycle Team for processing, you will receive a letter confirming the details.