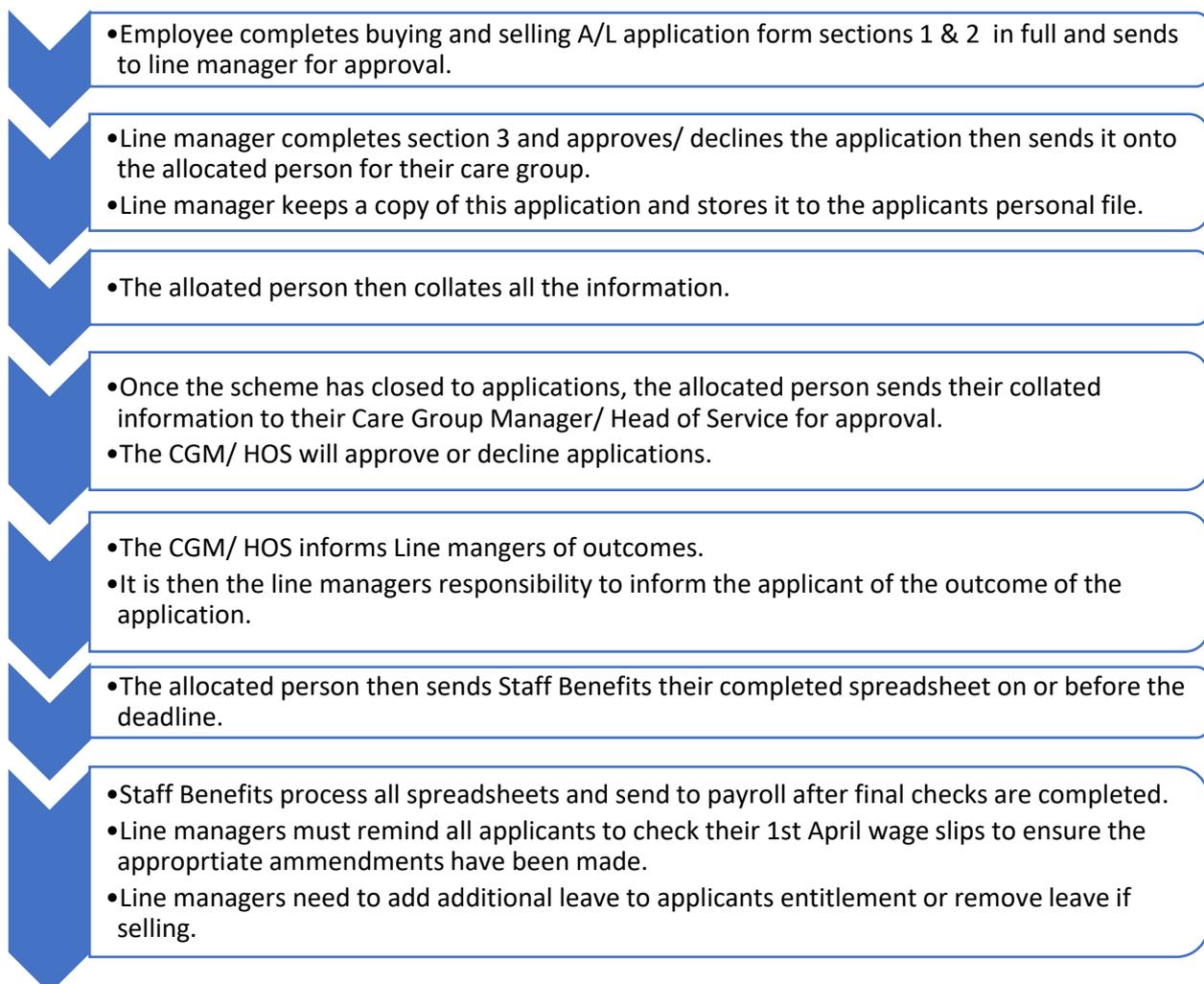


As a line manager, it is your responsibility to process the Buying and Selling Annual Leave applications for your staff. To make this process as easy and simple as possible, we have created the guidance below.

As a first point of contact for applicants you need to understand the scheme, to advise staff through the application process and how it works. Therefore, we strongly recommend you read the Buying and Selling of Annual Leave Guidance 2024 -2025.

In addition to the above, please see the below list of frequently asked questions. If you have any further questions, please do not hesitate to contact Staff Benefits (yhs-tr.staffbenefits@nhs.net)

Process for Buying and Selling of Annual Leave



Frequently Asked Questions

Q: Do I need to send Staff Benefits a copy of my employee's application form?

A: No, **do not** send any application forms to Staff Benefits. Once you have received a completed form, please complete the line managers section then forward to the allocated person for care group. The allocated persons list can be found at the end of this FAQ section.

Q: Do I need to keep my employee's application form once processed?

A: Yes, store it in their personal file.

Q: Will my employees be informed if their application was approved/ declined when the scheme closes? How long will it take to find out from the scheme closing?

A: Your CGM/ HOS will inform you if your employee's application was approved/ declined. It is then your responsibility to discuss this outcome with your employee.

You will receive the outcome of your employee's application before 1st April 2024.

Q: Can I send application forms after the scheme has closed?

A: It is your responsibility to ensure **all** your staff members have returned any outstanding application forms to you and you have sent **all** applications to your allocated person **before the scheme closes on 31st Jan.**

We advise you reach out to all your employees and ask them if they are interested in the scheme (this includes employees on long term sickness/maternity/paternity/annual leave)

Q: My employee has decided to cancel their application, what do I do?

A: If you have already processed their request, please email your allocated person with details of the applicant, and let them know they no longer wish to proceed with their application.

Q: When I inform my employee on the outcome of their application, do I need to do anything else?

A: Please instruct your employee to check their 1st April wage slip to ensure the appropriate amendments have been made.

Line Manager Information

Buying and Selling of A/L

Staff Benefits

Allocated Persons

Please find the allocated person for your Care Group using the table below and ensure all completed application forms are sent by **31st January 2024**.

Care Group	Allocated Person	Email
Surgery	Lyndsey Bainbridge	lyndsey.bainbridge@nhs.net
Family Health	Faye Blood	faye.blood@nhs.net
Cancer, Specialist and Clinical Sciences	Katie Brice	katie.brice3@nhs.net
Medicine	Annette Farrington	annette.farrington@nhs.net
Chief Nurse	Lucy Hayman	lucy.hayman1@nhs.net
Corporate Operations & Finance	Beth Norman	bethnorman@nhs.net
Estates & Facilities (LLP)	Jackie Carter	jacqueline.carter25@nhs.net
Chairman & CEO	Janice Harvey	janice.harvey1@nhs.net
Workforce, Workforce Development & Organisational Development. (HR, Resourcing, OH, ODIL, WF Development)	Sue Ashton	susan.ashton10@nhs.net
Digital and Information Service	Lina Snaith	lina.snaith@nhs.net
R & D Senior Nurse team	Paul Brittain	paul.brittain@nhs.net
Medical Governance	Rachael Snelgrove	rachael.snelgrove@nhs.net