

Buying and Selling of Annual Leave Scheme

Line Managers Guidance



Introduction

The buying and selling of annual leave scheme allows employees to purchase up to one contractual week of additional annual leave via salary sacrifice and pay directly through their salary over a 12-month period. Alternatively, they can sell up to a contractual week's holiday in exchange for extra income.

As a line manager, it is your responsibility to process the Buying and Selling Annual Leave applications for your employees.

Important things to remember:

- Only buying of annual leave is a salary sacrifice, selling annual leave is not.
- An employee's request is not guaranteed, they must be approved by Care Group Director/ Associate Chief Operating Officers/ Head of Service. Buying applications must also pass National Living Wage checks conducted by payroll, which may result in lesser hours offered or applications declined completely.
- Deadlines are crucial for this scheme to operate effectively. Please make yourself familiar with the deadlines given, no extensions can be offered (see slide 6)

Your Responsibilities

- ✓ Communicate scheme opening dates to all employees, including those on leave, maternity and sickness etc.
- ✓ Ensure all applications are completed in full by yourself and the employee, and the application form is fully legible before forwarding to the allocated person for your area (incomplete or illegible forms will be declined).
- ✓ Ensure all application forms for your team/ department are forwarded to the allocated person for your area on or before **13th February 2026** (late applications will not be accepted). If you have planned leave, please ensure someone else is aware of this deadline and can forward them in your absence.
- ✓ Ensure all staff members who apply have fully read the buying and selling of annual leave guidance (available to download from the Staff Benefits website – www.york.nhs.uk/buy-sell-annual-leave)

Scheme Documentation

- Application Form

To be completed in full by employee and line manager

- Scheme Guidance

Information regarding scheme, must be read in full by applicant and line manager

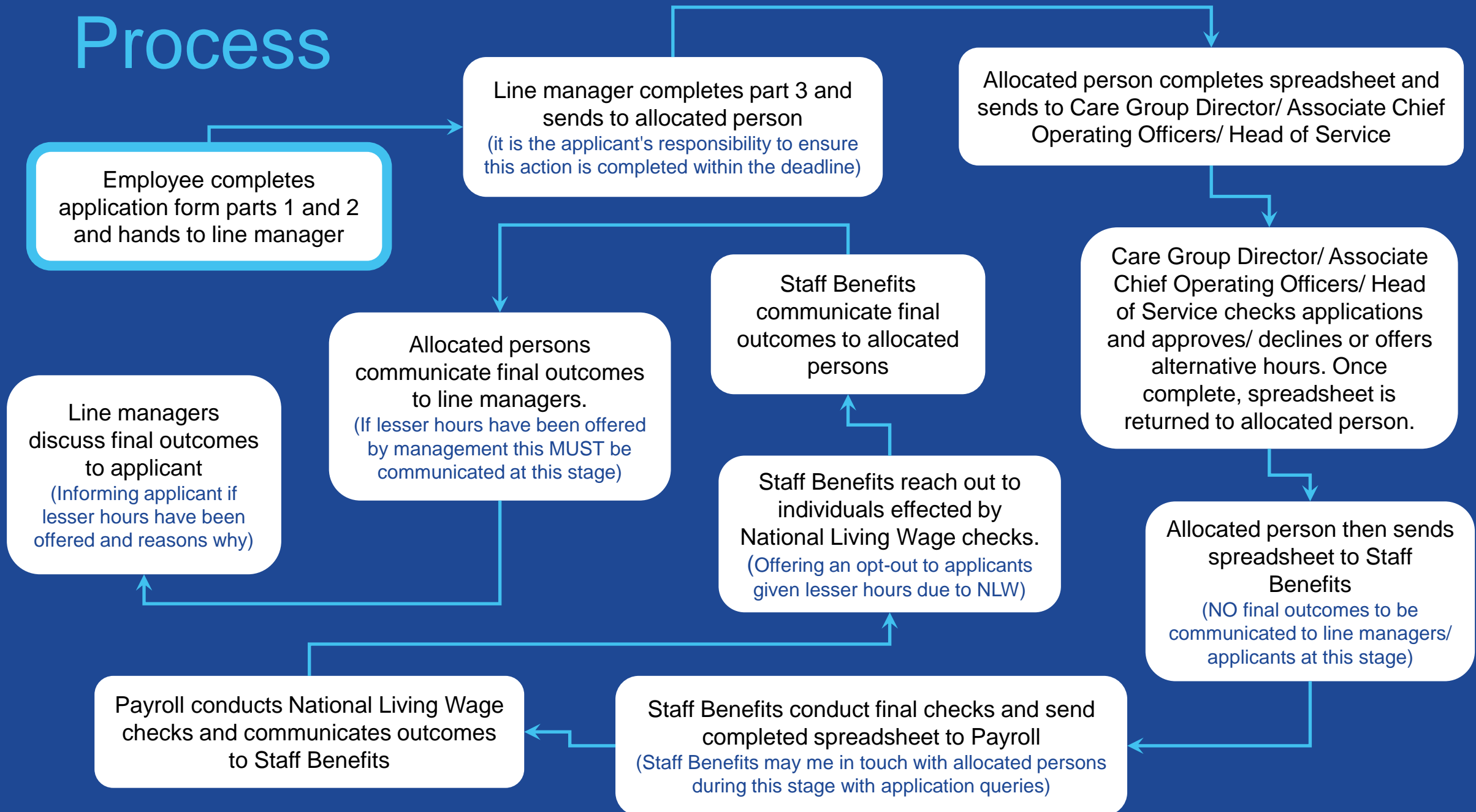
- Line Managers Guidance

Outlines line managers responsibilities to the scheme and applicants

- Scheme FAQ's

Leaflet containing frequently asked questions for anyone interested in the scheme

Process



Scheme Deadlines

31st January 2026	Application period closes
13th February 2026	Line managers to send all applications to allocated person. Applications sent after this date WILL NOT be accepted.
27th February 2026	Allocated persons to send completed spreadsheet to Staff Benefits (spreadsheet must have been checked by Care Group Director/ Associate Chief Operating Officers/ Head of Service at this stage)
13th March 2026	Staff Benefits to send spreadsheet to Payroll
2nd April 2026	Payroll to notify Staff Benefits of applicants affected by National Living Wage
3rd April 2026	Staff Benefits to notify applicants affected by NLW
10th April 2026	Deadline for NLW affected applicants to notify Staff Benefits they wish to remain in the scheme
15th April 2026	Final spreadsheet to be send to payroll to action. Allocated persons informed of final outcomes
22nd April 2026	Allocated persons to communicate final outcomes to line managers
30th April 2026	Line managers to hold discussion with employee with regards to outcome (if lesser hours were offered, the applicant MUST be informed at this stage)
1 – 31st May 2026	Query period – if you receive any queries during this time, please forward to Staff Benefits

FAQ's

“Do I need to send Staff Benefits a copy of my employee’s application form?”

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 on the previous page.

“Do I need to keep my employee’s application form once processed?”

Yes, store it in their personal file.

“Will my employees be informed if their application was approved/ declined when the scheme closes? When will they find out? “

The allocated person for your area will inform **you** of your staff members application outcome **after 22nd April 2026**. It is then **your responsibility** to discuss this outcome with your employee as soon as possible.

“Can I send application forms after the scheme has closed?”

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 **13th February 2026**.

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)

“My employee has decided to cancel their application, what do I do?”

There is a 14 day cooling off period starting from 31st January for applicants wanting to opt out of the scheme, for which they need to complete a cancellation form. Once they have entered the scheme, it is only possible to opt out of the scheme on the renewal dates or due to a life changing event (please refer to the Salary Sacrifice Guidance for more information)

FAQ's

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

Please instruct your employee to check their April 2026 wage slip to ensure the appropriate amendments have been made. The scheme guidance contains a calculator so employees can work out how much will be deducted. Any queries can be addressed in our query period between 1st -31st May.

“Is my employee guaranteed to get their full request?”

No, they may be offered lesser hours to their original request or may be declined.

Employees do not have a contractual right to buy or sell leave. The employees line manager must authorise the application to buy or sell annual leave, stating if they support, part support or do not support the request. The decision of the Care Group Director/ Associate Chief Operating Officers/ Head of Service takes precedence over the line managers decision (subject to National Living Wage checks)

“How will National Living Wage effect my employee's application?”

All applications are subject to NLW checks conducted by payroll. Meaning if the applicant falls below NLW due to the monthly deductions needed for their request, they will be offered lesser hours on the scheme or have their application declined. If this happens, Staff Benefits will attempt to contact the effected employee directly.

“If I do not support/ part support my employee's requested hours, do I have to give a reason why?”

Yes, if you part support or do not support an employee's application. You must give a rationale for your decision **and** have this discussion with your employee.

“As a line manager, is my decision final?”

No, the decision of the Care Group Director/ Associate Chief Operating Officers/ Head of Service takes precedence over the line managers decision (subject to National Living Wage checks)

Scheme Support

As a line manager, you may receive queries regarding the scheme. Here's a few ways to locate an answer or access support:

- **Scheme guidance**

This document contains everything you need to know about the scheme. We strongly advise checking the scheme guidance first to answer any queries you may receive. Available to download on the Staff Benefits website – www.york.nhs.uk/buy-sell-annual-leave

- **Scheme FAQ's leaflet**

This leaflet was created to offer employees a basic introduction to the scheme and ask any immediate questions such as how and when to apply, what the scheme allows and how it works. A digital copy will be available to download on the Staff Benefits website, we also have hardcopies available upon request.

- **Your allocated person**

You can contact your allocated person with regards to any queries. The allocated persons list can be found on the last page of the scheme guidance.

- **Contact Staff Benefits directly**

Contact us directly by emailing yhs-tr.staffbenefits@nhs.net – we are always happy to assist, no matter how big or small the issue!