

When can I apply for additional holiday leave?

Please refer to your employers Policy Document for details as each employer operates the scheme dependant on their business requirements and when the holiday year starts and finishes.

Can my manager turn down my request for additional holiday leave?

Yes, if your absence while taking additional holiday leave will adversely affect the work of the team or department. Managers should consider requests for additional holiday leave fairly and consistently. If after due consideration, a request has to be turned down the reasons for doing so should be explained. This is an entirely discretionary benefits and employees cannot appeal against their Manager's decision.

Do I have to apply for a specific number of days?

You can apply to take any number of days, up to the permitted maximum – please refer to your employers Policy Document for the number of days permitted (pro-rated for part time staff).

If I apply for fewer than the maximum number of days, can I make a further application for additional holiday leave during the remainder of the period?

Yes – as long as this falls within the criteria detailed in your employers Policy Document.

Do I have to take all the extra days at once?

No, you can take days of additional holiday leave at any time you like, subject to the usual approval arrangements.

Can I apply for the additional leave while I have other salary exchange benefits in place?

Yes, provided that your hourly rate of pay does not fall below the National Minimum Wage.

Do I need to have a special reason to request additional holiday leave?

No. It is entirely up to you how to use it and why you want it. You do not need to declare your reason for the request.

Is additional holiday replacement for compassionate leave or time off for dependants?

No, it is additional to other kinds of leave.

How will a Salary Exchange Scheme affect my pension?

With a company pension your salary and the value of any salary exchange benefits may be considered as pensionable earnings.

Will Salary Exchange for the Holiday Exchange Scheme affect my Tax Credits?

Most people benefit but, if you are lower paid and claiming benefits or tax credits, before signing up for this scheme you should contact the HM Revenue and Customs for advice - Telephone 0345 300 3900, to check how using Holiday Exchange Scheme could affect your situation.

Continued overleaf...

What happens if I leave employment?

If you leave before the end of the salary exchange period, you must pay the balance of the amount outstanding and this will be deducted from your final net pay. Any unused holiday will be paid as normal.

What happens if I am off work?

If you are off work due to maternity, sick leave, etc. you may continue the salary exchange deductions. The exceptions to this are if the deductions take you below the National Minimum Wage or if you stop receiving salary and as a result do not have any earnings from which the salary exchange can be deducted. If deductions cannot be made your employer will suspend payments and will recommence when you return from unpaid leave. Please note that you may not apply for additional leave whilst the extended salary deductions are still being taken.