



The
University
Of
Sheffield.

Additional
Annual
Leave.



Request for additional annual leave

Personal details

Please complete the following boxes in capitals

| Title | Forenames | Surname |
|-------|-----------|---------|
| | | |

| Personnel Number * | Department |
|--------------------|------------|
| | |

* Your personnel number is shown on myJob and on your payslip as 'Employee Number'.

Under Additional Annual Leave, the University provides a number of days of additional leave to the employee. At the same time, the employee's annual salary is reduced by an amount equivalent to the number of days leave being taken; each day considered to be about 1/260th of a year.

You are able to join Additional Annual Leave by 30 September, to claim up to 10 days additional leave in the next leave year, **OR** by 31 March to claim up to 5 days leave in the remainder of the leave year.

Complete this box if you are a full time member of staff

I wish to apply for an additional days of annual leave in leave year 20.... /

To be effective from October /April (*please delete one*)

This cannot be more than the equivalent of two/one working weeks.

Complete this box if you are a part time member of staff

I wish to apply for an additional hours of annual leave in leave year 20.... /

To be effective from October /April (*please delete one*)

This cannot be more than the equivalent of two/one working weeks.

Approved by:

Line Manager Date

Printed Name

Head of Department: Date

Printed Name

I confirm that I want to participate in Additional Annual Leave. I understand that my salary will be reduced until the end of the leave year by an amount equivalent to the salary for the number of days I have requested above; each day considered to be about 1/260th of a year. At the end of this period, my salary will no longer be reduced by this amount.

I understand that through joining Additional Annual Leave at this time, I will not be able to cease this arrangement, unless I experience a Lifestyle Event.

I am aware that, if a member of USS or the University of Sheffield Pension Scheme, I will have to pay the University's pension contribution for the period of leave.

I confirm that I have read and understood the changes to my terms and conditions.

Please return pages 1 and 2 of this form to your HR Team in Human Resources.

The University will arrange for your salary to be reduced for Additional Annual Leave, and for your leave record to be updated on myJob. Please keep a copy of this form, and the changes to your terms and conditions for your records.

Signed Date

NOTIFICATION OF CHANGES TO TERMS AND CONDITIONS OF EMPLOYMENT FOR MEMBERS OF ADDITIONAL ANNUAL LEAVE

The statement of terms and conditions in your contract of employment with the University of Sheffield (“the University”) gives the salary scale for your grade and your Annual Salary. Additional Annual Leave will mean that your Annual Salary for the leave period covered will be reduced until the end of the leave period by an amount equivalent to the salary for the number of days requested; each day considered to be about 1/260th of a year. An equivalent number of days of additional leave will be provided by the University. At the end of this period, your salary will no longer be reduced by this amount.

The University reserves the right to amend or discontinue Additional Annual Leave should the University determine that it is appropriate for it to do so taking into account such matters as it may determine relevant from time to time including changes to UK tax and National Insurance Contributions legislation. Should this happen, reasonable notice would be given of the change, which will coincide with the end of a leave year.

According to HM Revenue and Customs guidance, you can opt out at any time if you experience one of the following Lifestyle Events:

- Notification/commencement of maternity/adoption leave
- Birth/adoption of a child
- Return from maternity/adoption leave
- Start of marriage/civil partnership
- End of marriage/civil partnership/long term relationship
- Material change in own/partner/dependant’s circumstances
- Commencement of a period of long term absence or secondment
- Return from a period of long term absence or secondment
- Significant change in working hours, job or contractual terms of employment
- Joining/leaving the pension scheme
- Reaching state retirement age
- Reaching 3 months’ pensionable service
- Reaching 2 years’ pensionable service.

Continues overleaf

Notification of Application of Additional Annual Leave to University policy

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| Salary Reviews | Salary reviews will continue to be undertaken in line with your existing terms, i.e. based on your pre reduction salary. |
| Superannuable Salary: | Your pension benefits are based on your Superannuable Salary. This is your pre reduction salary plus any other superannuable payments, before any reduction for Additional Annual Leave or any salary sacrifice arrangements. |
| Nlable Pay: | All pay which is subject to National Insurance (NI) contributions. |
| Overtime: | Overtime, if applicable, will be calculated using your pre reduction salary (i.e. your Annual Salary before Additional Annual Leave or any salary sacrifice arrangements). |
| Sick Pay/ Maternity Pay/ Adoption Pay/ Paternity Pay: | <p>In accordance with statutory requirements Statutory Sick Pay, Statutory Maternity Pay, Statutory Adoption Pay and Statutory Paternity Pay will be based on your Nlable Pay. University enhanced maternity, adoption, paternity and sick pay will be based on your pre reduction salary and any other payments which were previously included in the calculation of these enhanced payments.</p> <p>Provided you continue to participate in Additional Annual Leave your salary will be reduced until the end of the leave period by an amount equivalent to the number of days requested; each day considered to be about 1/260th of a year, provided that this does not reduce your Nlable Pay below statutory levels.</p> |
| Holiday Pay: | Any holiday pay on leaving (whether owed by you or the University) will be based on your pre reduction salary. |
| Other payments and allowances: | All other payments and allowances payable by the University that are salary-related will also be based on your pre reduction salary. |