#### 

**REQUEST TO PURCHASE ADDITIONAL ANNUAL LEAVE FORM**

Please ensure that you have read the Purchase of Additional Annual Leave Procedure before completing this form.

Once completed, and signed by both you and your line manager, this form should be submitted to [payroll@brunel.ac.uk](mailto:payroll@brunel.ac.uk) who will update your annual leave balance on CHIME.

|  |  |
| --- | --- |
| Employee name |  |
| Job title |  |
| College/Department |  |
| Annual leave year start date |  |
| Annual leave year end date |  |
| Manager’s name |  |
| Date request made and form shared with Manager |  |

|  |  |
| --- | --- |
| **I wish to purchase the following additional annual leave (please tick one option):** | |
| * **Option 1** | One week block of leave |
| * **Option 2** | Two weeks’ block of leave |
| * **Option 3** | Three weeks’ block of leave |
| * **Option 4** | Four weeks’ block of leave |

|  |  |
| --- | --- |
| **I would like for the purchase of this additional annual leave to be deducted from my salary in (please tick one option):** | |
| * **Option 1** | One instalment from my next monthly salary payment |
| * **Option 2** | Monthly instalments until the end of my current leave year (up to a maximum of 12 instalments) |

**EMPLOYEE DECLARATION:**

I am applying to purchase additional annual leave for the year in accordance with the Additional Annual Leave purchase scheme. I understand that this will result in a reduction in my salary for the relevant annual leave year and I give my consent to the University to make such deductions from my salary. I understand that once agreement has been made and the deduction(s) have commenced, I cannot reverse my decision. I am aware that if I leave part way through my leave year, any balance of annual leave should be taken prior to my last day of service. If I have chosen a monthly repayment plan that has not finished, the balance will be taken from my final salary payment.

**Signed by employee:**

**Date:**

|  |  |
| --- | --- |
| **Approved by**  **Manager’s Signature:** | **Date:** |