

If I sell annual leave, will I receive full payment in my April wage slip?

No, the money owed will be divided and paid over 12 months.

What happens if I leave the Trust while in the scheme?

If you haven't yet taken bought leave, money will be refunded in your final pay slip. If you have taken the bought leave, the remaining amount owed will be deduced from your final wage slip. See Salary Sacrifice Guidance for more information.

I started working for the Trust after the scheme deadline, can I still participate?

If you were unable to submit your application after 31st January, unfortunately we will be unable to process your request.

Can I cancel my application after I apply?

There is a 14 day cooling off period after the 31st January where you can opt out of the scheme by completing a cancellation form. Once entered into the scheme, it is only possible to opt out on the renewal dates or due to a lift changing event (see the Salary Sacrifice Guidance for more information).

When will I know if my application was successful?

Although the deadline for applications ends on 31st January, you will not know the official outcome of your application from your Line Manager until the end of April. We advise checking your April wage slip to ensure correct deductions/ payments are made.

Don't forget, it is your responsibility to check in with your Line Manager and ensure your application form has been forwarded to the allocated person for your area before 14th February for processing. Do not send your forms directly to Staff Benefits or your allocated person.

Buying and Selling of Annual Leave

Frequently Asked Questions



What is the buying and selling of annual leave scheme?

Purchase up to one contractual week of additional annual leave via salary sacrifice and pay directly through your salary over a 12 month period.

Alternatively, you can sell up to one contractual weeks holiday in exchange for additional income.



When to apply

Applications are open between 1st -31st January. Application form is available to download from the Staff Benefits website.

www.york.nhs.uk/buy-sell-annual-leave

Remember, if you apply for the scheme, you must read the Buying and Selling of Annual Leave Guidance

Can anyone apply?

The scheme is open to all permanent employees of York and Scarborough Trust/ Facilities Management LLP.

How many hours can I buy/ Sell?

You can buy or sell a maximum of one weeks contractual hours. For example, if you are contracted 15 hours per week, the maximum amount of hours you can buy/ sell would be 15 hours.

Can I apply after the deadline?

No, we cannot accept applications after the deadline of 31st January.

Who do I contact if there are issues with my deductions/ payments?

The Buy/ Sell query period is open between 28th April-16th May. Please check your April wage slip, if you have noticed an issue with your deduction/ payment please contact Staff Benefits by emailing yhs-tr.StaffBenefits@nhs.net

Where can I find the Salary Sacrifice Guidance?

On the Staff Benefits website www.york.nhs.uk/buy-sell-annual-leave

My application was declined, can I appeal this?

There is no right to appeal for unsuccessful applications.

How do I calculate the value of a days holiday?

There is a calculation available on the Buying and Selling of Annual Leave Guidance www.york.nhs.uk/buy-sell-annual-leave