



**Staff Benefits
and Wellbeing**



**York and Scarborough
Teaching Hospitals**
NHS Foundation Trust

Buying and Selling of Annual Leave 2025 -2026

Guidance for Line Managers

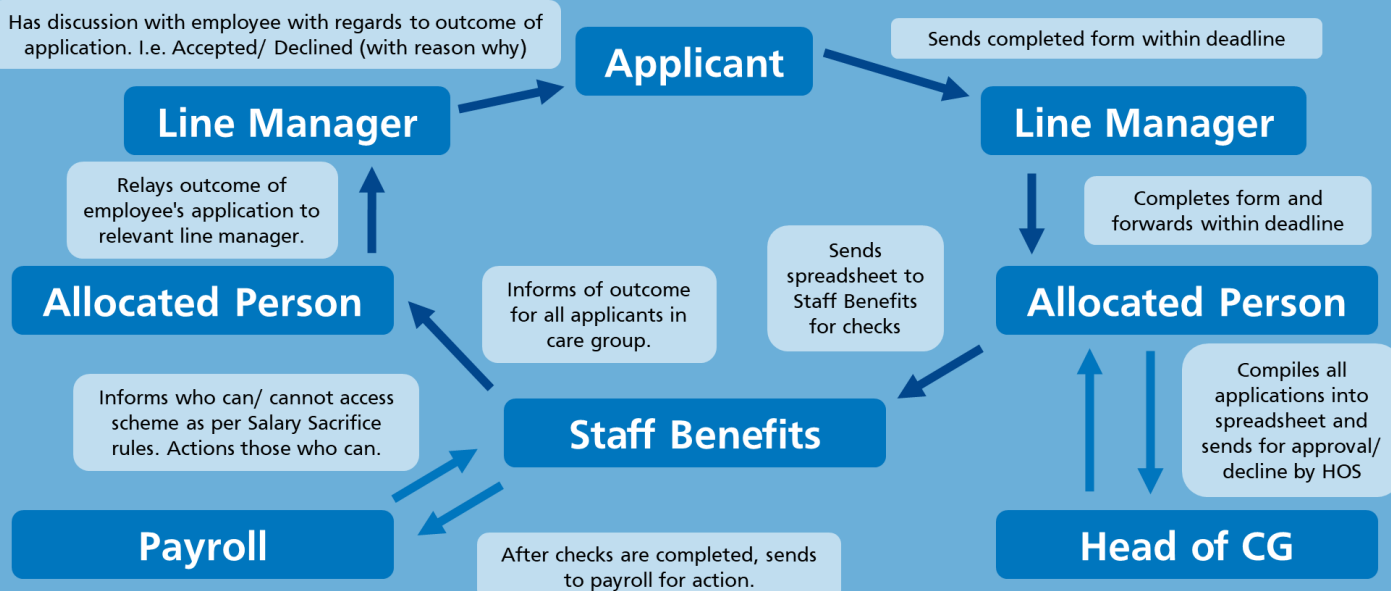
Introduction

As a line manager, it is your responsibility to process the Buying and Selling Annual Leave applications for your employees. To make this process as easy and simple as possible, we have created this guidance.

As a first point of contact for applicants you need to understand the scheme, advising staff through the application process and how it works. We strongly recommend in addition to reading this document, you also read the Buying and Selling of Annual Leave Guidance 2025 - 2026 (available to download from the Staff Benefits website – www.york.nhs.uk/buy-sell-annual-leave)

In addition, we have also included some helpful frequently asked questions in this guidance. However, please do not hesitate to contact Staff Benefits if you have any further questions
yhs-tr.staffbenefits@nhs.net

Process



Deadlines

Tip: Add these deadlines into your calendar!

Scheme open for staff to apply between 1st -31st January 2025

Line Managers to send all applications to allocated persons by 14th February 2025

Line Managers to receive outcome of staff members application from allocated person between 25th -28th April 2025

Line Managers to inform applicant of outcome by 28th April 2025

Query period for applicants is open 28th April -16th May 2025

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 14th February 2025 (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) and the Salary Sacrifice guidance.
- Ensure applicants check their April 25 wage slip to check correct deductions/ payments are made.

Allocated Persons

Please send all the application forms for your team/ department to the allocated person for your area on or before 14th February 2025.

Care Group	Name	Email
Surgery	Lyndsey Bainbridge	lyndsey.bainbridge@nhs.net
Family Health	Faye Blood	faye.blood@nhs.net
Cancer, Specialist and Clinical Sciences	Katie Brice	katie.brice3@nhs.net
Medicine	Annette Farrington	annette.farrington@nhs.net
Chief Nurse	Caroline Marston	Caroline.marston@nhs.net
Finance	Claire Inch	claire.inch@nhs.net
Corporate Operations	Beth Richardson	beth.richardson7@nhs.net
Estates & Facilities (LLP)	Nina Wilson	Nina.Wilson5@nhs.net
Chairman & CEO	Cheryl Gaynor	cheryl.gaynor1@nhs.net
Workforce, Workforce Development & Organisational Development. (HR, Resourcing, OH, ODIL, WF Development)	Sue Ashton	susan.ashton10@nhs.net
Digital and Information Service	Lina Snaith	lina.snaith@nhs.net
R & D Senior Nurse team	Paul Brittain	paul.brittain@nhs.net
Medical Governance	Rachael Snelgrove	rachael.snelgrove@nhs.net

“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 between 25th -28th April. It is then your responsibility to discuss this outcome with your employee before 28th April.

“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 14th February.

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)

“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 1st April wage slip to ensure the appropriate amendments have been made.

Any queries can be addressed in our query period between 28th April and 16th May.