



Buy and Sell Annual Leave Request Form 2022/2023

NOTE: Please make sure you have read & understood the Annual Leave Policy and the “Buying & Selling Leave – Frequently Asked Questions” before completing and signing this form.

This form must be fully completed and signed by you and your manager. This should then be e-mailed by your line manager to: Reward@anchor.org.uk for processing.

To make sure that your request is processed in time, please ensure that this is received by no later than **31st March 2022**.

Your name:	
Your payroll number:	
Your contracted hours:	
Your location:	
Dated:	
BUY or SELL?	
How many hours?	

If you are SELLING leave, the total cost of your leave, divided by 11, will be paid on a monthly basis for 11 months starting in May.

If you are BUYING additional leave, your GROSS pay will be reduced by the value of this leave, divided by 11, over a period of 11 months starting in May.

If you have multiple roles, then ALL roles will be included in this arrangement.

Please complete multiple forms if you have more than one role.

Your signature	
Manager's signature	
Name of Manager	

Please complete the back/second page of this form too. Thank you.

Please also sign the declaration below. If you do not agree to the declaration and do not sign it, you will be unable to buy or sell any leave.

Declaration:

I have read the annual leave policy and the frequently asked questions on buying and selling annual leave and agree to the variation on my contract of employment with Anchor as defined below.

I hereby authorise Anchor to adjust salary accordingly, including any changes in my pay such as any pay increases/decreases that will affect the salary sacrifice. I accept and agree that it is my responsibility to determine and understand the effect on my financial position by entering into this Agreement in respect of Anchor or state benefits which may include but are not limited to Statutory Sick Pay, Statutory Maternity Pay and tax Credits.

Your signature:	
Dated:	

This Salary Sacrifice Agreement is an Amendment to your Contract of Employment with Anchor (in accordance with Section 4 of the Employment Rights Act 1996) referring, in particular, to your monthly salary, which will be reduced by the financial value chosen and indicated by you when entering into this Agreement or by subsequent amendment agreed between the parties.