

Electronic Staff Record

Buy/Sell Annual Leave

This guide will provide advice about one way in which NHS organisations can manage the process for buying and selling annual leave. This operation can be run in different ways depending on the needs of the trust hence, the following is one viable option but these steps should not be read as mandatory but rather as best practice.

The following guidance summarises one option available to NHS organisations; these steps should not be read as a best practice process. An example of the form is shown below.



Common Process to Buy or Sell

PERSONALISED ANNUAL LEAVE						
	REQUEST FORM					
Name:						
Job Tit	le:					
Area:						
Holida	y year:					
Norma	l Entitlement in hours:	(Excluding Bank Holidays)				
Buy	Hours					
Sarahan	Hours					
	yee Signature:					
Date: .						
Manag	er's Signature					
Date: .						
For HR	Use only					
Copy pl	aced on employees file					

It is recommended that the employee has no pending annual leave requests when selling or buying annual leave, so that any calculations are based on an actual figure (and not a predicted one).

Managers must confirm these conditions are met, prior to approving the request by accessing: Manager Self Service> My Team Personal Information> Absence> Identify Employee and Select Action.

Once an application form has been completed and approved it would then need to be sent to the relevant department i.e. HR/Payroll Team, so that entitlements for that employee can be amended.

Professional users can use several URPs to confirm entitlement. One valid pathway would be: **Absence Administration> Absence> Search for employee.** Professional users will not be able to view annual leave requests which are in progress hence, you may wish to request managers for a screen shot of the 2 screens below (absence summary details) as proof.

Absence Management Absence Summary Entitlement Balances	Employee Name Williams10, Judith Employee Number 20021728
Search Note that the search is case insensitive	Absence Management
Absence Type Start Date (28-May-2022)	Absence Summary Entitlement Balances
Go Clear Create Absence Export Absences Individual Calendar Hierarchy Calendar I <	Show Accrual Balances Annual Leave Hours 1 NHS (20021728) Gross Accrual 217.5 Net Accrual 165 Include Bank Holidays No

Buying / Selling Functional Wrap



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How to make changes to accruals to reflect to buying or selling annual leave on payroll.

On the employee's record:

First, the yearly entitlements will need to be adjusted. More annual leave hours will need to be added, if the employee bought annual leave but, hours will need to be subtracted if the employee sold annual leave.

This will make sure that the employee will see the remaining entitlements correctly.

Period Classification	1 2020 Calendar Month (01-APR-2020			Processing Types Becurring Nonrecurring		Entry Effective Date Expiration Date		
Element Name		Processing Type	Costi	• Both	Reason	Plan Hours	-37.500	
Annual Leave Hours 1 NHS		Recurring						
Annual Leave Hours 1 NHS Carried		Nonrecurring	NIII					
Basic Contracted NHS		Recurring						
NI		Recurring	[NHS999999]NF					
Negative Net Pay NHS		Recurring						
Overtime Multipliers NHS		Recurring						
PAYE Details		Recurring	[NHS999999]N					
Pensions Informat	ion	Recurring						
SSP SMP Calculator NHS		Recurring						
Standard Costing NHS		Recurring						
Enhanced Multipliers NHS		Recurring				Further Entry Information		
Entry Values	Balance	Grossup				Date Earned Original Date Earned Payee Details		
Entry Values Balance Grossup						Processing Priority	500	

A new "Annual Leave Hours (select relevant plan) Carried Over" element will need to be added. Prior to opening the employee's record, make sure to date track to the employee's start date (if the employee joined the organisation that year, or from the 1st of April (beginning of the financial year) if the employee was already a part of the organisations at the beginning of the financial year.

Choose the correct assignment, click on "Entries", click on the "New" icon, click on "…", select the "Annual Leave Hours # Carried Over" correspondent to the assignment. And press "ok". Example: if the assignment's annual leave entitlements were set at the "Annual Leave Hours **2** NHS" you will need to choose "Annual Leave Hours **2** Carried Over".

Once the new row has been added, choose "Entry Values", Input the effective date and expiration date, and either add (buy annual leave) or subtract (sell annual leave) the amount of hours

				Proces	sing Types			
Period 1	1 2020 Calendar Month (01-APR-2020					Total Cash Amount	425.54	
Classification			O Nonrec		urring	No of Periods	1	
				 Both 	Ŭ	Pay Value		
						Reset Balance		
Element Name		Processing Type	Cost	ina	Reason			
Annual Leave Hours 1 NHS		Recurring	0000			1		
Annual Leave Hours 1 NHS Carrier		Nonrecurring	NIII			1		
Buy Sell Annual Leave 1 NHS		Recurring	N 517A1707 NF			1		
Basic Contracted NHS		Recurring						
NI		Recurring	INHS9999999INH					
Negative Net Pay NHS		Recurring						
Overtime Multipliers NHS		Recurring						
PAYE Details		Recurring	INHS999999INH			1		
Pensions Information		Recurring						
SSP SMP Calculator NHS		Recurring						
Standard Costing NHS		Recurring				Further Entry Information		
						Date Earned		
						Original Date Earned		
Entry Values	Balance	Grossup				Payee Details		

For the second change, we will need to make sure the employee's pay will be updated according to these changes.

Within the same assignment where the previous change took place, press the "New" icon to add an additional element. Choose the "Buy Sell Annual Leave 1 (or 2) NHS". Input the required information and press ok.

Input the correct information and press ok.

Press the "Entry Values" and input the cash value that is being sold (enter as a positive) or being bought (enter as a negative). If annual leave is being sold this would be entered as a lump sum over 1 period, if it is being bought this may be deducted over several periods, the agreed number would need to be entered in the number of periods field. Example: If "Total Cash Amount" = -£50 and "No of Periods" = 5 it means that £10 will be deducted over the next 5 payroll periods.





Buy/Sell Annual Leave

Next steps?

Firstly, you need to contact your NHS ESR Functional Account Manager who can help advise on which of the options is most suitable for you to progress. Your NHS ESR Functional Account Manager details can be found on the ESR Hub. Details for your regional contacts can be found via the links below:-

- London
- South of England
- Midlands and East of England
- North of England
- <u>Wales</u>.



Interested in implementing buying / selling annual leave in ESR? Your NHS ESR Functional Account Manager can talk to you about how to do this.

Before you get started, why not access our helpful guides on our support sites by clicking here.