



POLICY FOR BUYING ADDITIONAL ANNUAL LEAVE

1.	Dec-13	Conversion to salary sacrifice	December 2013
2.	Feb 24	Update to incorporate I Trent System details.	April 2024

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1 Introduction

- 1.1 The University is committed to supporting employees to achieve a healthy balance between their work and personal lives, this is in the best interests of the University and the well-being of individual employees. This policy outlines the option and process for buying additional leave and builds on the existing leave provisions available to employees.

and further guidance on how to apply within the system). The request will then be shared on I Trent with their line manager for review and approval.

All applications will be given full consideration by the Line Manager in light of the operational requirements of the work area, and the application is only approved once the Line Manager has completed the authorisation on I Trent.

Once

