## REQUEST FORM

Title: Forename(s): Surname:

Department: Extension:

You may apply for a number of hours of additional annual leave that is equal to a maximum of up to 1 working week (pro-rata to equate to 1 working week for all staff). If approved, your annual salary will be reduced by an amount equivalent to the number of hours leave being taken. For staff who work part-time or are contracted to work more or less than a standard five day working week, the number of hours will be pro-rated to the equivalent of one working week.

You can **apply from the 2nd – 14th 2019** for up to one working week’s additional leave (pro-rata) in the remainder of the current leave year (January-December).

**Number of days / hours requested**

I wish to apply for an additional  **day(s)** of annual leave in the year 2019

This equals to  **hours** of annual leave.

**Employee’s Declaration:**

I confirm that, **if approved**, my salary will be reduced by an amount equivalent to the salary for the number of hours’ additional leave requested; hourly rate considered to be: Annual salary / (52\*35).

I agree that this additional leave will be added to my annual leave and taken in the normal way by application via the intranet annual leave request system.

The deduction will be made by equal monthly salary sacrifice payments, either from January through to December inclusive.

In the event that I leave the IPRS Group, I understand that if I leave the company any outstanding balance will be automatically recovered / refunded as appropriate against my final salary.

**Signed:**  **Date:**

Approved forms should be sent to Human Resources

***Below section is for use by Human Resources***

**Salary adjustment notification for additional annual leave purchase**

**Employee Name: Date:**

**Payroll notification**

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| --- |
| **Monthly Salary Adjustment advice for January – December inclusive***Please arrange the  salary sacrifice adjustments and revert pay back to normal from the next January* |
| Hourly rate | £xx.xx |
| Additional hours holiday purchased | Xx hours |
| Total salary deduction (£xx.xx \* xx hours) | £ |
| **Monthly salary deductions:** |
| First payment – January 2019 | £xx.xx |
| Second and subsequent payments ending in December 2019 | £xx.xx |