**Manual application form**

If you do not have access to iTrent self service and you wish to buy additional holiday you should complete this form and forward it to your line manager.

The maximum amount of additional holiday that full time employees may "buy" in any one holiday year is 148 hours or 4 weeks of their normal contracted hours, whichever is the lower. For part time employees the maximum will be pro rata to the number of hours you work.

If your request to buy holiday is approved, your will be notified of the resulting change to your monthly salary. You will be asked to sign to indicate your consent to this salary adjustment. The request to buy holiday will not be effective unless you sign and return the consent form.

Please note the booking of additional leave will be subject to the usual rules of your service area.

| **Section 1 – Your details** | To be completed by the employee |
| --- | --- |
| Name: |  |
| Start date with LBC: |  |
| Job Title & Department |  |
| Hours worked per week: |  |
| Manager’s name |  |
| How much additional holiday would you like to purchase?  | hours |

***Declaration***

***I understand that if I opt to buy additional holiday entitlement, this will result in a reduction in my salary for the relevant holiday year.***

***I understand that the decision to allow me to buy holiday is entirely at the organisation's discretion.***

**Employee's signature:**

| **Section 2 – Approval** | To be completed by the manager |
| --- | --- |
| Request approved | Yes/No |
| If request refused - please provide details[[1]](#footnote-1) |  |
| Line managers signature: |  |
| Date: |  |

***Please give a copy of this form to your employee, and send the signed application form to HR & Payroll Transactions Team, Ground Floor Apex House, 30-34 Upper George Street, Luton. LU1 2RD***

| **Section 3**  | To be completed by payroll |
| --- | --- |
| Date application received: | Date Processed: |
| Date confirmation letter sent: | Payroll signature: |

1. If a request is refused the relevant Service Director must approve this decision and the line manager advise the employee of the reasons. [↑](#footnote-ref-1)