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| **Annual Leave Purchase Scheme**  Human Resources | monologo |

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| **Annual Leave Purchase - Refund Request Form** | | | | | | | | | | |
| **Part 1 – Employee Request** | | | | | | | | | | |
| Name | | |  | | | | | | | |
| Payroll Number | | |  | | | | | | | |
| Job Title | | |  | | | | | | | |
| SCP | | |  | | | | | | | |
| Directorate | | |  | | | | | | | |
| Section | | |  | | | | | | | |
| 1. **FULL-TIME NON VARIABLE CONTRACT EMPLOYEES ONLY WHO PURCHASED 37 HOURS**   **(5 DAYS ADDITIONAL ANNUAL LEAVE)** | | | | | | | | | | |
| I planned to take this leave as follows:  (detail the period or separate occasions) | | | | | |  | | | | |
| I did not specify the days I planned to take the leave | | | | | | (Tick here) | | | | |
| 1. **PART TIME OR VARIABLE WORKING PATTERNS EMPLOYEES ONLY** | | | | | | | | | | |
| I work part-time or a variable working pattern and the number of hours I purchased is: | | | | | | (Put no. of hours here) | | | | |
| I intended to take these leave hours as indicated on the table below:  **DATE:**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  | | **Monday**  **HOURS** | **Tuesday**  **HOURS** | **Wednesday**  **HOURS** | **Thursday**  **HOURS** | **Friday**  **HOURS** | **Saturday**  **HOURS** | **Sunday**  **HOURS** | |  |  |  |  |  |  |  | | | | | | | | | | | |
| 1. **REASON FOR REQUEST** | | | | | | | | | | |
| NOTE: Employees do not have to provide this information, but may wish to do so. | | | | | | | | | | |
| **Part 2 – Line Manager Approval** | | | | | | | | | | |
| I am signing to confirm that the employee above did not use any of the additional annual leave purchased (shown in Part 1 of this form) | | | | | | | | | | |
| Print Name |  | | | Signed |  | | | Date | |  |
| **Part 3 – Head of Service Authorisation** | | | | | | | | | | |
| I approve this request for the purchased additional annual leave to be refunded and confirm that the employee did not use any of this leave. | | | | | | | | | | |
| Signed | |  | | | | | Date | |  | |

NOTES

Part 1 – to be completed by employee and forwarded to line manager

Part 2 – to be completed by line manager and forwarded to relevant Head of Service

Part 3 – to be completed by relevant Head of Service and returned to the line manager

The line manager will confirm the outcome to the employee and forward the form to the Payroll Section for processing if the request is approved, ensuring that a copy is also forwarded to the HR service.

**MANAGERS MUST ENSURE THAT FORMS ARE FORWARDED TO PAYROLL TO ENSURE THAT THE REFUND CAN BE PROCESSED**