

ANNUAL LEAVE PURCHASE PROCESS FLOW

Preparation will help to avoid delays and ensures your application is submitted within the window opening and closing deadline

Full-time employees can purchase up to a **maximum of 4 weeks** additional annual leave

Applications can be submitted from any personal device including mobile phones – just download the Vivup App!

Employees **must confirm their salary details** using their 'Main Post Annual' salary as stated in the November pay slip to avoid automatic rejection

Employees **must** obtain an **approval email from their manager** which must **state the number of hours approved**. This should be **saved as a PDF** showing the sent/received details as this is required during the application process

Application Submission

Applications must be submitted through Vivup within the specified submission window (5th to 19th December inclusive)

Employees must enter **exact annual salary details** to avoid application rejection

The manager **approval PDF** must be uploaded during submission to complete the application process successfully

Employer Approval

HR and Payroll will review applications to **ensure eligibility criteria** is met

Approved applications will be confirmed by email directly from Vivup

HR or Payroll will notify employees of the **reasons for rejection** where eligibility criteria has not been met

Confirmation and Salary Deduction

HR will inform the manager once the application has been approved

The cost of additional leave is deducted from an employee's pay **over 12 months** starting in February or April **depending** on when the **leave year starts and ends**

Employees and managers should keep the confirmation email as **proof of approved application**

Process Ends