

Annual Leave Purchase Application - Important Information

Please have the following to hand before you commence your application:

- **'Main Post Annual' salary confirmed in November pay slip on MyView.**
To avoid automatic rejection employees must ensure that they enter their correct annual salary from their November pay slip (on [MyView](#)).
- **Manager approval in writing or email.**
Manager approval must be uploaded during the application process. It is recommended that employees seek approval early to avoid unnecessary delays and ensure your opportunity to purchase additional annual leave is not missed.

The application window for purchasing additional annual leave will open as follows:

Friday 5 December 2025 – Friday 19 December 2025 (inclusive).

Note: the application window is **only** available on the dates noted above, any application requested outside of these dates will not be considered.

Manager approval

Manager approval must be uploaded during the application process. Ensure approval is by email, clearly stating the **number of hours** you are approved to purchase (see below for [scheme limits](#)). It is suggested that managers use the below phrasing:

'I (insert manager name and job title) approve (insert employee name and job title) to purchase (insert number) hours of additional annual leave.'

The email should be saved as a pdf, clearly showing the **electronic signature** and the **sent/received info**. Instructions on how to do this are detailed [below](#). If approval is obtained in writing, please ensure the above is included, scan the approval and save as a pdf.

Application Procedure

To request additional annual leave visit [Vivup](#) during the application window and either log into your account or follow the instructions to register. Then follow the steps below:

1. **Go to Annual Leave Purchase** - On the Vivup website locate **Annual Leave Purchase** in the **Payroll Pay®** section.
2. **Place an Order** – Click on **Apply Now** and fill out your order details. All details must be accurate, including your exact annual salary ('main post annual') from your November pay slip. Incorrect details will automatically reject your application.

3. Upload the pdf file showing your line manager's approval. Once fully completed click **Submit Order**.
4. **Employer Approval** – Await authorisation from your employer. If your application is rejected, you will receive an email from Vivup confirming the reason for rejection. All applications will be processed by 23 January.
5. **Order Confirmation** – If your application is approved you will receive an email from Vivup confirming your Annual Leave Purchase order has been successful.
6. **Monthly Salary Reductions** – The full cost of your additional annual leave will be taken from your salary via monthly deductions over a period of 12 months commencing in February (or April for Agenda for Change employees).

Applications can be made from personal devices as long as you are able to log on to Vivup, just make sure to have your manager approval saved on your personal device ready to upload.

The maximum hours permitted

The maximum annual leave that can be applied for is 4 weeks. For a full-time employee, the maximum number of hours is 140 for 35 hours per week contracts, and 148 hours for 37 hours per week contracts. Part-time employees are eligible to apply, however this will be pro-rata and should not exceed 4 weeks additional leave.

Conditions

Although line manager approval may be given, there are scheme conditions that must be met before employer approval is granted, including the condition that deductions must not take an employee's wage below the Living Wage threshold.

More information is available on [Vivup](#).

Saving an email as pdf:

To save an email as pdf, follow the below instructions:

Option 1:

1. Open the email you want to save and in the 'File' menu click 'Save as Adobe PDF'
2. Choose a folder for your PDF, enter a file name and then click 'Save'.

Option 2:

1. Open the email you want to save and in the 'File' menu click 'Print'.
2. From the 'Printer' drop-down, choose 'Microsoft Print to PDF'.
3. Click on 'Print'.
4. Choose a folder for your PDF, enter a file name and then click 'Save'.

For any help or advice please contact [HR](#).