

# Boost your work-life balance with Annual Leave Purchase

Wouldn't it be great if you could enjoy  
greater flexibility over your time off?

With our Annual Leave Purchase employee benefit, you can buy additional holiday while spreading the cost through manageable salary reductions with Payroll Pay®. This not only helps you achieve a better, more fulfilling work-life balance, but also creates minimal impact on your monthly salary – leaving you free to enjoy your additional time off to the fullest!

How will you use yours?



Trip of a lifetime



Moving house



Family events



Work-life balance



Mental health day



Catch up with friends



Create your Annual Leave  
Purchase request



# How it Works

Requesting additional holiday through our Annual Leave Purchase employee benefit couldn't be easier. Simply register/login on [highlandcouncil.vivup.co.uk](http://highlandcouncil.vivup.co.uk) and follow these steps

- 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. You must obtain approval from your line manager before submitting your request. Once fully completed click **Submit Order**
- 3. Employer Approval** - Await authorisation from your employer
- 4. Order Confirmation** - Upon authorisation you will receive an email from Vivup confirming your Annual Leave Purchase order has been successful
- 5. Monthly Salary Reductions** - The full cost of your additional annual leave will be taken from your salary via monthly reductions over a period of 12 months



The request window is open from 5th December to 23rd December 2022

## Calculating the Cost of your Annual Leave Purchase

Let's say your salary is £25k/year, you work 5 days a week and you want to book 2 extra days off through our Annual Leave Purchase employee benefit. This is how your additional time off would be calculated:



Monthly salary reduction = £16.03



Create your Annual Leave Purchase request

