

Salary Sacrifice Holiday Buy

Terms and Conditions

About the scheme

The Salary Sacrifice Holiday Buy Scheme is a non-contractual benefit which provides flexibility to increase holiday entitlement, should employees need more time off in a particular year. Salary sacrifice means that you are exchanging a proportion of your gross pay for a non-cash benefit, i.e. holiday.

Before applying to buy additional holiday, employees must consider the impact of salary sacrifice arrangements on any benefits, pension, and life assurance cover.

Guidance and FAQs are available to all employees and by making an application to buy additional holiday, you are confirming you understand these terms and conditions and what this means for you.

Variation of contract

By participating in the scheme, you are agreeing to a temporary change to your contract which will result in 12 monthly deductions. This is through salary sacrifice which means you are giving up a portion of your salary taken before Income Tax and National Insurance Deductions are made.

You will receive final confirmation by email stating that eligibility checks have been successful and the temporary changes to your terms and conditions of employment, i.e. your salary will be reduced to pay for the additional holiday. This will confirm how much holiday you have bought and the total cost.

You will receive this confirmation in advance of the date of the first payment which will start in September 2024 and end in August 2025.