

# Selling Annual Leave – Application Process

This document takes you through the application submission process, if you require further information, please refer to the guidance on the intranet <https://www.uhb.nhs.uk/coronavirus-staff/carrying-forward-annual-leave.htm>

## Submitting a Request to Sell Annual Leave

In order to submit a form you will need to have the following information available:

1. Your assignment number (This can be found on your wage slip or in the My Profile tab of Employee Online)
2. Your contracted hours of work (Again, this can be found on your wage slip or Employee Online)
3. Your line manager's email address
4. The approving manager's email address
5. You will also need to provide information regarding the division and department you work in, if you are unsure of this information check with your manager before proceeding.
6. You need to be aware of your current annual leave balance to ensure you do not request to sell more than you have available.

## Which Form should I complete?

Staff Group	Further Information	Link to Form
All Staff apart from Medical & Dental	-Standard form for you to complete	<a href="#">Selling Annual Leave</a>
	-For Managers - if your staff do not have the facility to complete a form online, you can do this on their behalf	<a href="#">Selling Annual Leave - Manager Completes</a>
Medical & Dental Staff	-For junior doctors – you are required to specify your rotation and rota average hours. -For senior medics – you are asked for the number of PA's you work and wish to sell.	<a href="#">Selling Annual Leave - Medical &amp; Dental</a>

Once you have entered all the details into the form you will be able to submit the form. If you would like to receive a copy of this information, place a tick in the box 'Send me an email receipt of my responses'.



Send me an email receipt of my responses

Submit

If you have not provided answers to all of the questions, the form will not be submitted. Check the red text message under the submit button to identify what information you have missed. Go to these questions and provide an answer, the missing question will also turn red. Only when all the questions are answered, will you be able to submit the form.



Send me an email receipt of my responses

Submit

⚠ 2 question(s) need to be completed before submitting: Question 4, Question 12.

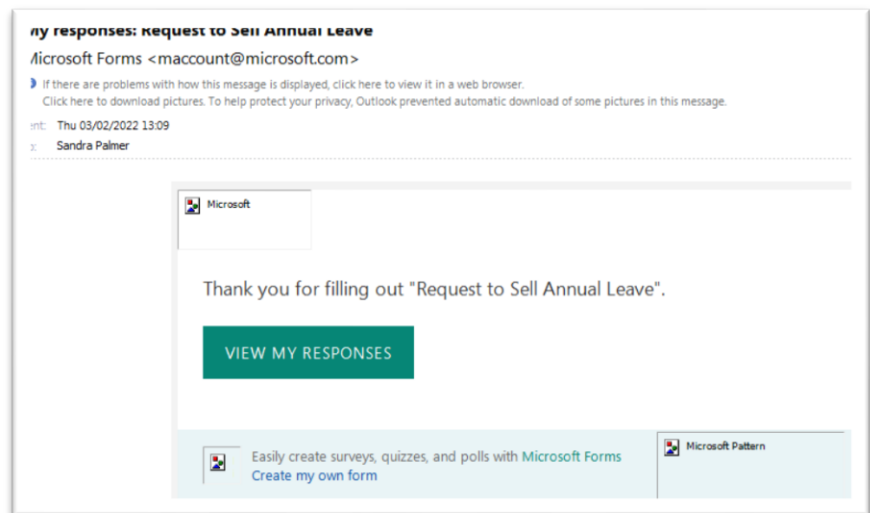
4. Surname \*

Enter your answer

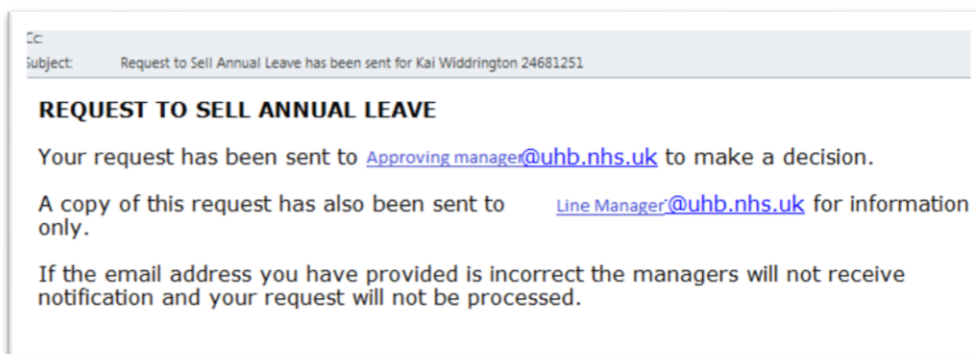
This question is required.

## What happens next?

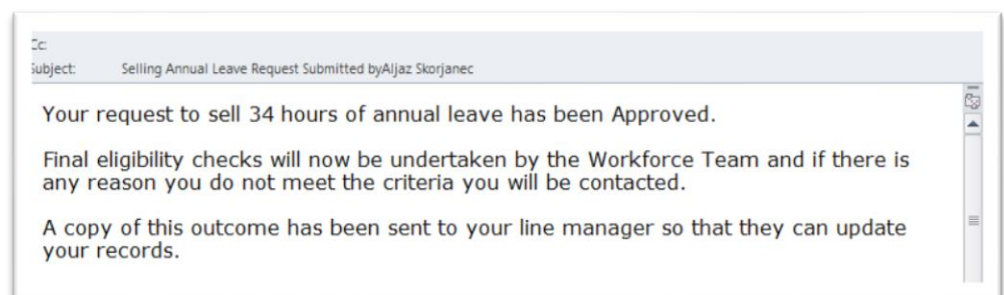
If you ticked the receipt box when you submitted your form you will receive an email that will enable you to access your responses.



You will also receive a notification email



If you have provided the correct email addresses the request will automatically be forwarded to the approving manager to enable them to make a decision. Once a decision has been made you will receive an email to confirm Approval or Rejection.



At this point your details will be checked by the Workforce team to ensure the details you have provided are correct and to ensure that the approval decision has been made by the appropriate level of management. If these checks identify any issues, you will be notified and the application will not proceed until any issues are resolved. However, if all checks are completed and are correct, your request will be forwarded to the Payroll Team for processing and you will be notified. Please note that payment will not be made until May 2022 at the earliest.