Annual Leave Purchase Scheme
March 2024 enrolment

How to apply

Applications are made via the Employee Hub.

To access the Employee Hub, you will need to log in with your University username and password.

Once logged in, select “Benefits” and click on the Annual Leave Purchase Scheme.

To apply, you will be taken to a separate page on our Benefits provider, Pluxee.

Have your most recent payslip to hand which can be accessed in MyView, as you will need the below correct information to make your application:

✓ Your contact details
✓ Your Payroll number (found under “My Details” and in your payslip in MyView)
✓ Your gross annual basic pay as per 31 March (excluding overtime, allowances, bonuses and other salary sacrifice arrangements). This is your monthly gross (found in your payslip) x 12.
✓ How often you are paid (e.g., monthly)
✓ The number of hours that you are contracted to work each week (e.g., 36.25)
✓ Your Line Manager's name and email (firstname.lastname@nottingham.ac.uk)
✓ The number of hours that you wish to purchase (e.g., 20 hours)

Please note, any applications with incorrect information will be rejected.

Detailed guidance on the Annual Leave Purchase Scheme, including a user guide and FAQs, can be found here.