



University of
Nottingham

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Annual Leave Purchase Scheme

March 2024 enrolment

How to apply

Applications are made via the **Employee Hub**.

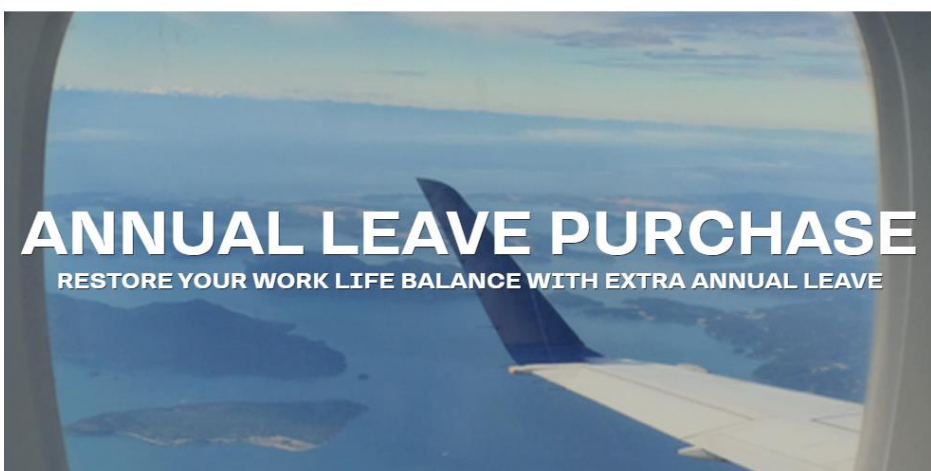
To access the Employee Hub, you will need to log in with your University username and password.

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



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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](#)