

pluxee

Employee
**Annual Leave
Purchase
Registration
Esign Guide**

February 2024



Employee salary deduct Registration Process

Access the application portal from your benefits platform and select **More information** on annual leave.

FAQ's - Click **FAQ's** for more information on how the scheme works and eligibility requirements.

Calculator - Click the **calculator** to work out how much your purchased holiday costs before applying.

Register - Click **Register** and follow the below registration process to make your application.

Manage Your benefits

Welcome to the salary deduct application portal. To find out more or apply for one of the benefits on offer to you, simply click the relevant button below. If you have any questions or need help with your application please give our Customer Care team a call on 01908 303 498.



Annual Leave Purchase

[More Information](#)



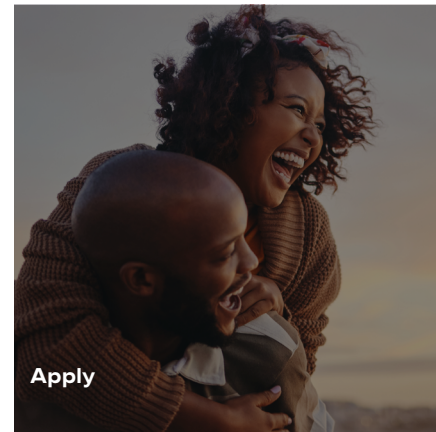
Cycle Benefit Scheme

[More Information](#)



SmartPay

[More Information](#)



Annual Leave Purchase

Welcome to the SmartPay Application Portal

Annual Leave Purchase is simply a way of buying more annual leave.

Imagine being able to take extra time off work for long weekends away, more time off with the children or even a much dreamed of long haul trip that your current allowance wouldn't enable you to take.

You will need to plan ahead when making your choice as once you buy the additional leave, you can't sell them back, even if you have a lifestyle change. Your choices will apply till the start of the following holiday year.

Normal departmental holiday booking procedures will apply but your Line Manager will do their best to accommodate your request.

[Apply](#)

Not registered?

If you have not yet registered, click the **Register now** button. Enter the required information and click **Create Account**.

You will now receive an email to confirm registration, copy the **Key Code**, click on the **Set My Password** and follow the password reset instructions.

DO I NEED TO REGISTER?

If you have accessed this page via the benefits platform the same login details will not give you access. This is due to the more details will not give you access when applying for salary related benefits

You will need to click 'Register Now' below to create new login details for your salary benefits platform, please note that these login details will only be for salary related benefits you apply for here.

If you have already applied before but have forgotten your details, please use this ['Forgotten Password?'](#) link.

If you need support please call 01908 303498, or email us on employeebenefits@sodexoengage.com

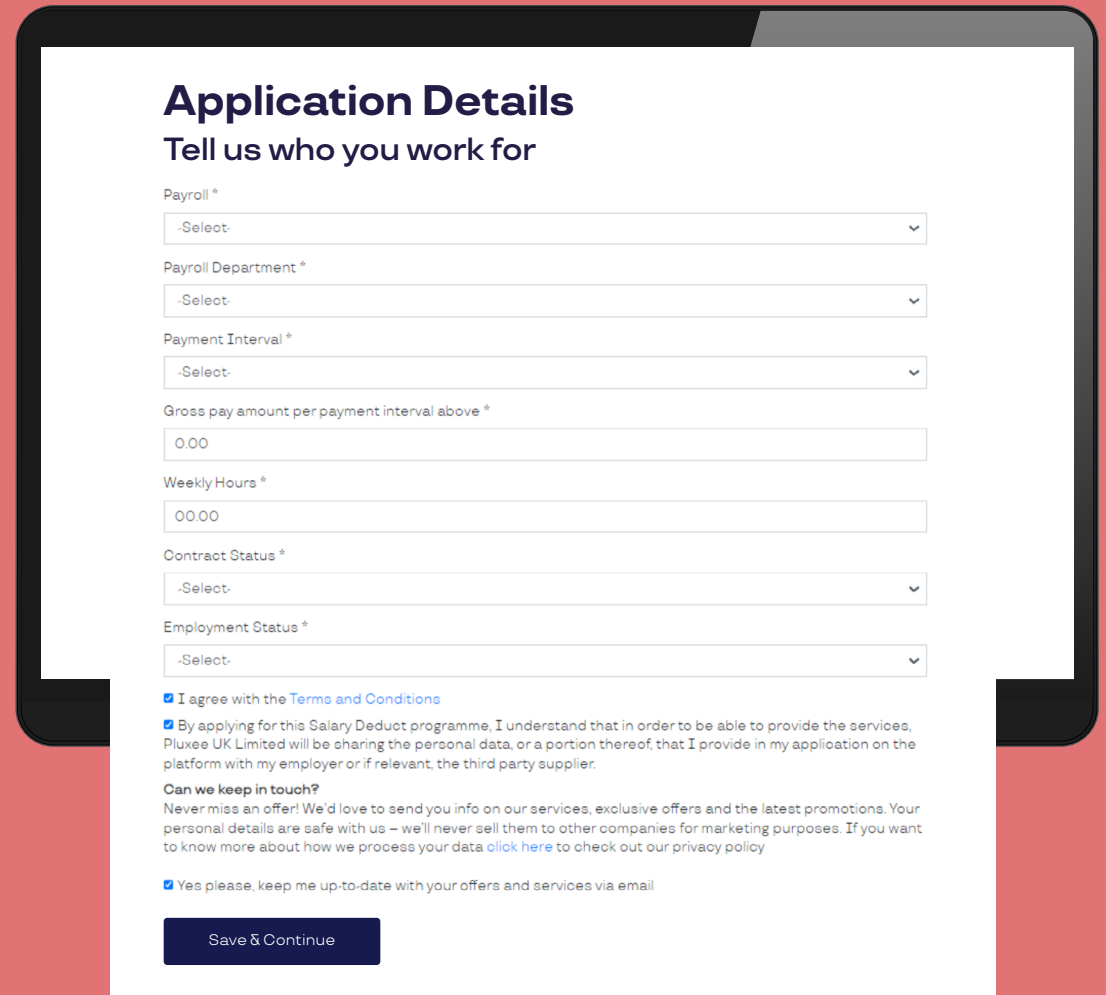
Register now

Tell us a little about you

Complete registration form and click **Save & Continue**

Top Tip 1

Have a payslip to hand when making your application, a lot of the information required on your application will likely be on your payslip.



Application Details

Tell us who you work for

Payroll *
-Select-

Payroll Department *
-Select-

Payment Interval *
-Select-

Gross pay amount per payment interval above *
0.00

Weekly Hours *
00.00

Contract Status *
-Select-

Employment Status *
-Select-

I agree with the [Terms and Conditions](#)

By applying for this Salary Deduct programme, I understand that in order to be able to provide the services, Pluxee UK Limited will be sharing the personal data, or a portion thereof, that I provide in my application on the platform with my employer or if relevant, the third party supplier.

Can we keep in touch?
Never miss an offer! We'd love to send you info on our services, exclusive offers and the latest promotions. Your personal details are safe with us – we'll never sell them to other companies for marketing purposes. If you want to know more about how we process your data [click here](#) to check out our privacy policy

Yes please, keep me up-to-date with your offers and services via email

Save & Continue

Top Tip 2

Make sure you select your correct approving line managers details from the drop down, as entering the wrong information could delay your application being approved. If you don't see your line manager's email address in the list then please contact your HR department who can add it for you.

Nearly finished!

Tell us how much additional holiday you would like

Current holiday entitlement (Days)

How many days per week do you work?

How many extra holiday would you like to take?

Please start to type your line manager's name below and choose your manager from the drop-down list.

If your line manager does not appear please email your HR / Benefits Team so that they can add your Line Manager for you.

To calculate your savings, please click on the button below

Please note: These calculations are for illustrative purposes only. If you are happy with your selection, please click confirm to proceed.

Your salary and costs (info only)

Hourly rate:	£12.31
Annual salary	£24,000.00
Gross salary sacrifice:	£0.00
Approximate net monthly cost	£0.00

Your Application is nearly complete

Read your contract on-screen and **Electronically sign**, a copy will then be sent to the email registered with, and your application will go to your Line Manager for approval.

If you have any questions then please do contact our **Annual Leave Purchase team** on **01908 303498** or email **employeebenefits@sodexoengage.com**

Sign the Annual Leave Purchase Agreement

Read and check the details in the Annual Leave purchase agreement, then electronically sign the agreement.

DAYS ELECTED: 3.50
VALUE OF PAY REDUCTION: £323.04
GROSS SALARY SACRIFICE: £26.92
APPROX NET REPAYMENT PER MONTH: £18.84

Variation Term

The Variation Term for these variations of the terms shall commence on the first available day, taking into account Employer procedures regarding Payroll cut off dates, and it shall run for 12 months. The value of the extra holidays that you have bought must remain the same for each pay period for a minimum 12 month period unless you:

- Have a key life change, which would include: marriage or divorce, severe illness of either you or a member of your family, having to reduce your hours of work or pay, or the potential job loss of either you or your partner
- Miss a repayment, and as a result your regular payment needs to be recalculated to ensure that the balance is cleared
- If you have a pay change during the holiday year, your employer reserves the right to re-calculate the value of your deductions

Applicant Responsibility

Please ensure that the additional holidays that you wish to buy is in line with the maximum allowed, up to 5 days and an overall maximum of 35 days, and that you have your manager's agreement to take the additional holidays in the year, as this agreement is binding once it is signed.

Line Manager Responsibility

- By signing this agreement you are confirming that the applicant is eligible to apply in reference to
 - Their terms and conditions (e.g. they are not under a binding Collective or National Agreement)
 - Their Employee Status
 - The rules around the National Minimum Wage.
- By approving these additional holiday dates it is your responsibility to ensure that
 - Your department, region or contract has sufficient cover planned to ensure that services are delivered, and there is no additional costs incurred by the business to cover the additional time off requested (e.g. overtime).
 - The employees take this leave in the specified time.

Agreement

- By this agreement, the employee and the employer agree to vary the Terms and Conditions of Employment.
- As consequence of entering into this agreement, the employee will be entitled to receive the Adjusted Basic Pay and additional holidays as specified.
- The employee and the employer both acknowledge that this Agreement constitutes a notice of a variation to the Terms for the Variation Term in accordance with the provisions of section 4 of the Employment Rights Act of 1996.
- The employee and the employer agree to vary their Terms for the Variation Term as follows:
 - The employee will cease to be entitled to the Original Basic Pay.
 - The employee will be entitled to receive the Adjusted Basic Pay and additional holidays.

I have read and understood this Agreement to vary Terms and Conditions of Employment with regard to Annual leave purchase, and agree to abide by its conditions. I undertake to notify my employer in writing, if there are any changes in my personal circumstances that would cause me to cease being entitled to this scheme.

What happens next?

Please sign your agreement by clicking on the button below.

[Click here to sign your agreement](#)





Thank you!

If you need help or support with the approvals process or want to walk through your first attempt with one of our team, please reach out to your Account Manager or email employeebenefits@sodexoengage.com

Choose Pluxee.

www.pluxee.uk