

**pluxee**

# Annual Leave Purchase

Registration Guide

August 2024



# Employee Salary Deduct registration process

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

## FAQ's

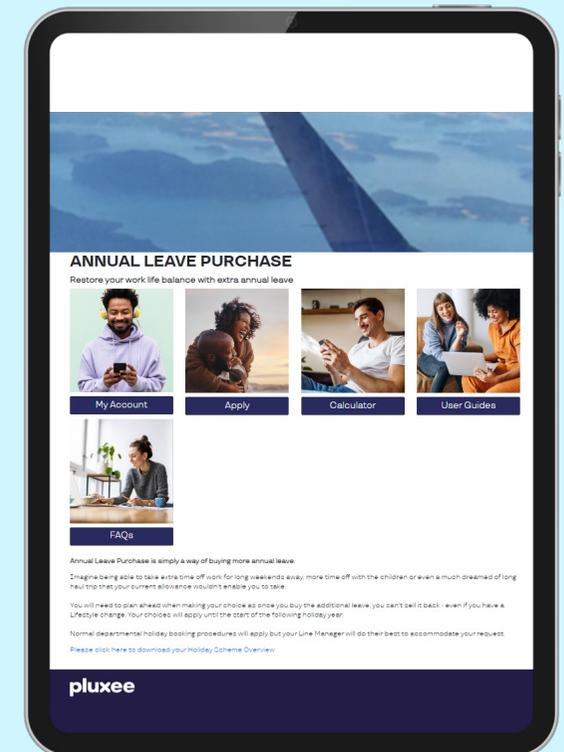
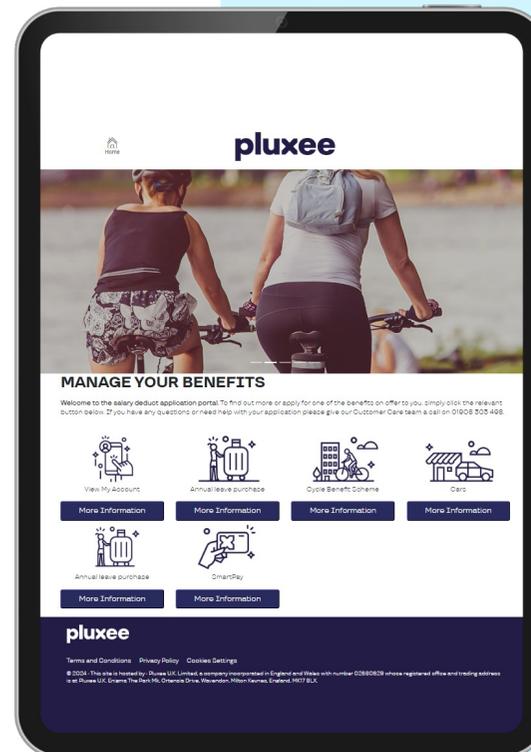
Click FAQ's for more information on how the scheme works and eligibility requirements.

## Calculator

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

## Register

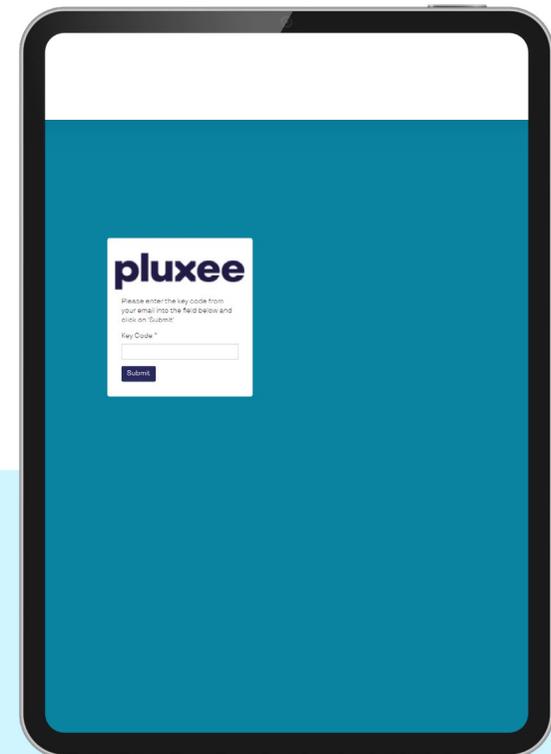
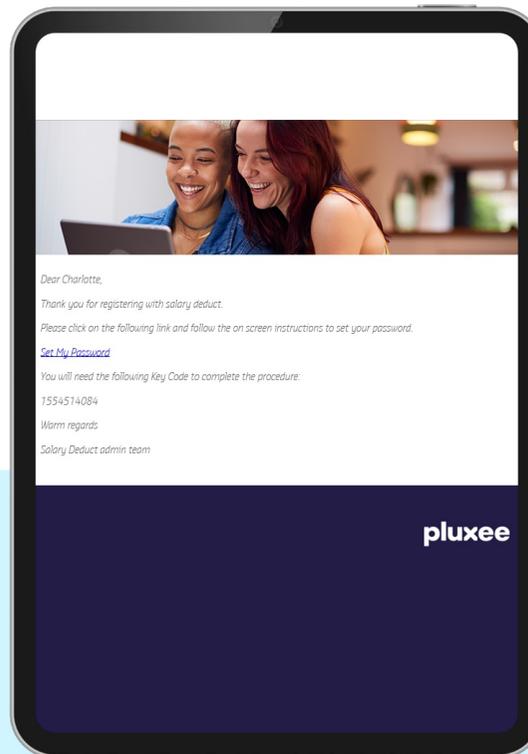
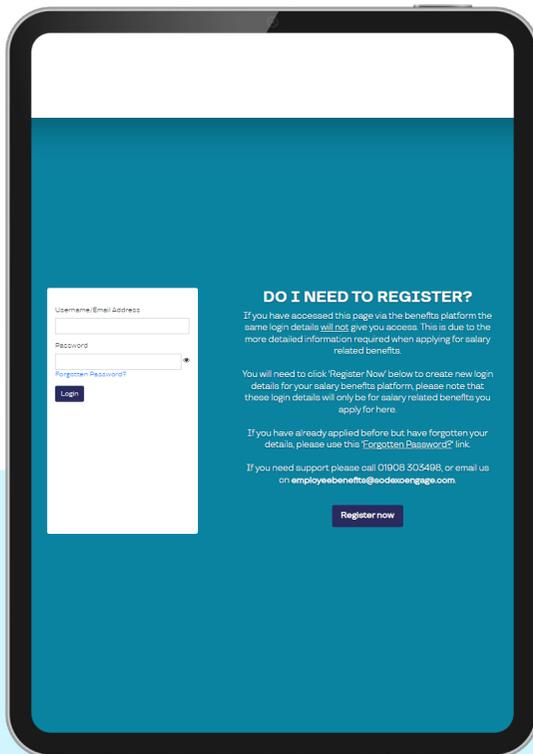
Click Register and follow the below registration process to make your application.



# 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.

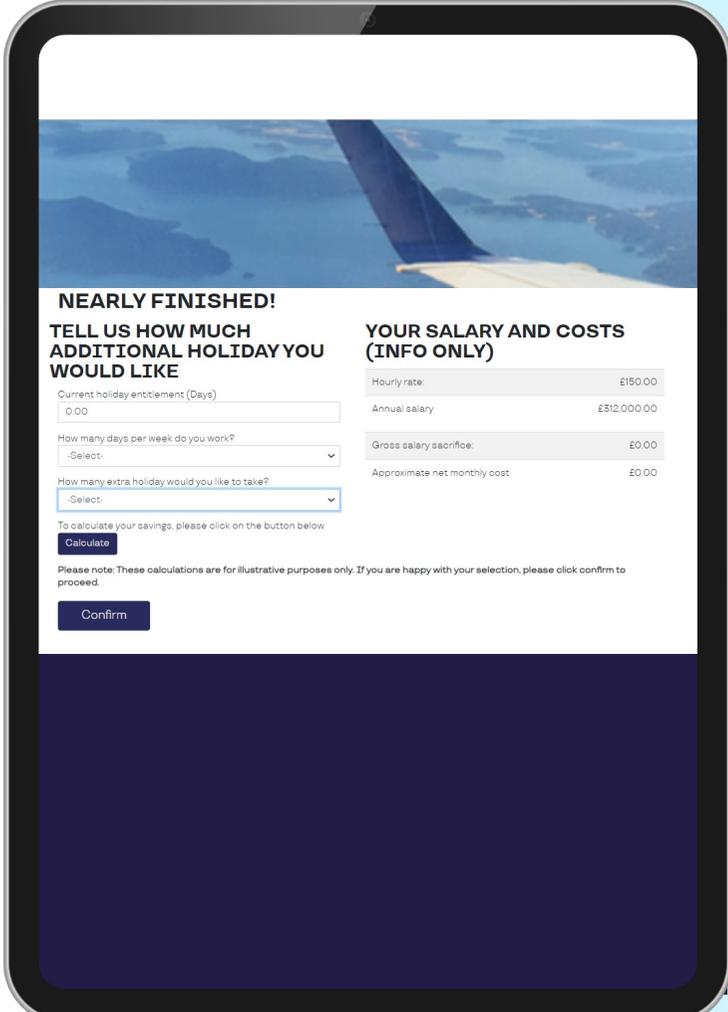


# Confirm registration details & apply

Complete registration form and click 'Save & Continue'.

## TOP TIP

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



**NEARLY FINISHED!**

**TELL US HOW MUCH ADDITIONAL HOLIDAY YOU WOULD LIKE**

Current holiday entitlement (Days)

How many days per week do you work?  
-Select-

How many extra holiday would you like to take?  
-Select-

To calculate your savings, please click on the button below  
[Calculate](#)

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

[Confirm](#)

**YOUR SALARY AND COSTS (INFO ONLY)**

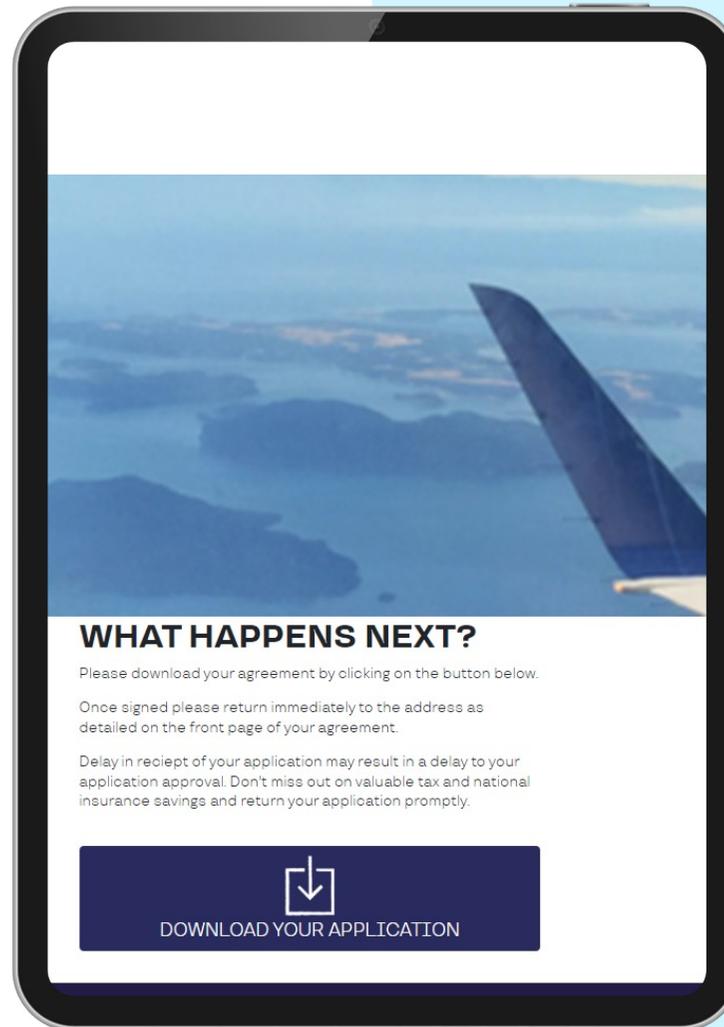
Hourly rate:	£150.00
Annual salary:	£312,000.00
Gross salary sacrifice:	£0.00
Approximate net monthly cost:	£0.00

# Your application is nearly complete!

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Download your contract and sign and return as per the instructions on the front page of your contract.

If you have any questions then please do contact our Annual Leave Purchase team on **01908 303498** or email [employeebenefits.uk@pluxeegroup.com](mailto:employeebenefits.uk@pluxeegroup.com)





**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 [client.support@pluxeeuk.com](mailto:client.support@pluxeeuk.com) and we will be happy to help.

**Choose Pluxee.**

[www.pluxee.uk](http://www.pluxee.uk)