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CYMRU  
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WALES

Bwrdd Iechyd Prifysgol  
Caerdydd a'r Fro  
Cardiff and Vale  
University Health Board

## Lease Car Salary Sacrifice Application Process

### Step 1: Application Sign Off

If a member of staff wishes to submit an application to join the Lease Car Salary Sacrifice Scheme, they should ask their Directorate Manager (or equivalent) to sign their application.

When the Directorate Manager (or equivalent) receives the application, they will need to consider all of the following:

1. that the member of staff, based on current knowledge, is likely to be in post for the 3 years of the lease arrangement
2. there is no immediate likelihood that the employee's employment will be terminated due to sickness or disciplinary reasons as the employee would be required to pay for any early termination of the lease arrangements

If an employee is at the formal stages of either the Sickness Policy or the Disciplinary Policy at the time of their Lease Car Salary Sacrifice application, there is a possibility that their application will **not** be supported.

3. there is no forthcoming re-organisation where the employee is likely to be at risk of redundancy

Once the application has been signed, the employee will forward the application to Fleet Solutions

### Step 2: Application Processed

After receiving the signed off application, Fleet Solutions log the application and contact NHS Wales Shared Services Partnership to process the application.

Shared Services contact the Payroll Department to obtain the payroll details for the member of staff and to confirm details of their host Department, Directorate, Clinical Board/Executive area.

ORACLE order raised and forwarded to Directorate Manager (or equivalent) /Executive Director for final sign off

### Step 3: Final Sign Off

Once the ORACLE order is signed off, the order for the lease car is placed.