

Benefits available to employees (2019-20)

As part of our commitment to our employees, we offer a variety of benefits. A summary is provided below.

Annual leave entitlement

The annual leave year runs from 1 April to 31 March. All annual leave should be taken within this period. The annual leave entitlement for employees (pro rata for part time staff) is dependent upon their grade and length of service as follows:

Grade	Number of days per year			
	Basic annual leave	Five year service award	Public/Bank holidays	Total leave (maximum)
A to H	25	5	8	38
I to J	26	5	8	39
K to SM6	27	5	8	40
Soulbury-based	27	5	8	40
Youth & Community - based	30	5	8	43

Purchase of additional annual leave

Employees who have successfully completed their probationary period are able to make a request to purchase additional leave via a salary sacrifice arrangement.

Up to 25 days per year may be purchased (pro rata for part time staff) and there are four opportunities during the year to purchase leave through the Scheme, known as tranches.

Application	Maximum number of days purchased per tranche <i>(subject to maximum of 25 days per year, full time equivalent)</i>	Number of deductions	When additional leave can be taken
Tranche 1	25	11 (May – March)	Apr-Mar(12mths)
Tranche 2	20	8 (Aug – March)	July-Mar (9mths)
Tranche 3	15	5 (Nov – March)	Oct-Mar (6mths)
Tranche 4	5	2 (Feb-March)	Jan-Mar (3mths)

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Flexible working

We are committed to equality of opportunity for all and recognise that offering flexible working arrangements can help to increase the diversity of our workforce.

Consideration of all requests for flexible working are subject to any qualifying criteria. Each application will be considered on its own merits, but no guarantee can be given that the request will be approved.

There are different types of flexible working arrangements. Some arrangements may be contractual for example:

- Part time
- Job share
- Term time only
- Annualised hours

Local Government Pension Scheme (LGPS)

The LGPS is a Career Average Revalued Earnings (CARE) scheme. Since April 2014, each year in the scheme pension is based on 1/49th of an employee's pensionable pay.

There are 9 employee contribution bands, rates applicable for 2019-20 below.

Band	Actual pensionable pay	Contribution rate
1	Up to £14,400	5.50%
2	£14,401 to £22,500	5.80%
3	£22,501 to £36,500	6.50%
4	£36,501 to £46,200	6.80%
5	£46,201 to £64,600	8.50%
6	£64,601 to £91,500	9.90%
7	£91,501 to £107,700	10.50%
8	£107,701 to £161,500	11.40%
9	£161,501 or more	12.50%

The bands are reviewed every 3 years to maintain an average employee contribution rate of 6.5%.

Teachers Pension Scheme

For those eligible to join, the Teachers Pension scheme is available.

<https://www.teacherspensions.co.uk/members/member-hub.aspx>

NHS Pension Scheme

For those eligible to join the Scheme or who have transferred from an eligible organisation, the NHS Pension scheme is available. <http://www.nhsbsa.nhs.uk/pensions>

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Cycle to Work Scheme

Employees can apply to join the Cycle to Work Scheme. <http://www.cycle2work.info/>

Employee Counselling

Employees have access to a free and confidential counselling service which has been developed and designed to support emotional and psychological wellbeing.

LGSS More 4 U

[LGSS More 4 U](#) is our employee benefits scheme which gives employees the chance to save money every day.

The scheme offers employees a variety of discounts across a range of shops, restaurants, holidays, utilities and days out. These include fantastic savings at local independent stores as well as big name brands like Tesco, First Choice, Costa Coffee, Toys R Us, Debenhams and La Tasca.

There are lots of different ways to save including immediate discounts with your VECTIS card, pre-loadable store cards, cashback and online deals and some great savings on days out including Merlin attractions (Alton Towers, Legoland and Warwick Castle etc).

As part of these benefits there is also an opportunity to apply for a car lease through our external partner, Tusker.

Sick Pay Scheme

For those employees on locally agreed terms and conditions, the following sickness benefits exist.

Sick pay is made up of two elements:

- **Statutory sick pay (SSP)** is a statutory sick pay arrangement paid on behalf of the Department of Work and Pensions (DWP). It is normally paid to eligible employees from the fourth calendar day of illness. An employee's entitlement to SSP depends on their earnings being above the lower earnings limit for national insurance contributions, and is paid for up to 28 weeks.
- **Occupational sick pay (OSP)** is a contractual sick pay arrangement which supplements statutory sick pay in order to maintain normal or half pay for a defined period during absence from work due to illness. OSP is not normally paid for the first three* working days of any period of sickness absence and will be pro-rata for part time employees.

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	Full pay, including any entitlement to SSP	Half pay, including any entitlement to SSP
During a probationary period (normally the first 6 months of employment)	SSP only	
First three* working days of any period of absence	No OSP*	No OSP*
After the successful completion of a probationary period and from the calendar day immediately following the third working day of sickness absence	12 weeks OSP in a rolling 12-month period	12 weeks OSP in a rolling 12-month period

Periods of paid and unpaid sick leave are regarded as continuous service for the purpose of calculating entitlement to all employment benefits e.g. accrual of annual leave and pay awards.

***Temporary policy variation**

The following variation is in place until 31 March 2020 and relates to the initial unpaid days of sickness absence:

- occupational sick pay (OSP), where there are available benefits, will be paid from the first day of absence