

Staff Rights & Benefits Summary

	Summary	Notes
Pension	<ul style="list-style-type: none"> • CIS Stakeholder Scheme • 6.0% Employer Contribution for members regardless of employee contribution 	Employer Contributions start upon completion of probationary period
Travel Claims	<ul style="list-style-type: none"> • Casual User Allowances • Other Travel Costs reimbursed 	Casual paid at maximum rate allowable by Inland Revenue
Leave	<ul style="list-style-type: none"> • 26 days basic annual leave • + bank holidays • Service awards 	Max. 5 days c/fwd
Special Leave	<ul style="list-style-type: none"> • Includes extended leave and compassionate leave as per policy 	Leave entitlement in first year of employment is max 3 wks at any one time
Flexible Working	<ul style="list-style-type: none"> • Flexi-Time System as per Policy 	Compressed hours also available
Sick Leave	<ul style="list-style-type: none"> • 22 days in a rolling 12 month period 	
Child Care Vouchers	<ul style="list-style-type: none"> • Available through Fideliti 	
Health Plan	<ul style="list-style-type: none"> • Own Health Plan via HealthShield 	<p>Available on completion of probationary period.</p> <p>Covers Employee plus dependent children; Level 1 cover for partners from £5.42 pcm</p>