



# EMPLOYEE BENEFITS

## LIVING WAGE EMPLOYER

We are committed to paying a minimum **London Living Wage** rate to every staff aged 19 and over and to pay no less than minimum wage to all 16-18 year olds including apprentice.



## LIVING HOUR EMPLOYER

Being a Living Hours employer means that all our staff have a contract for at least 16 hours a week.



## PENSION

We offer an **enhanced pension scheme** to all staff. An enhanced **contribution of 6%** is made to staff following their 7th month of employment.





# EMPLOYEE BENEFITS

## ENHANCED SICK PAY

Following completion of the probationary period, staff are entitled to **six weeks' sick pay pro rata** at their normal rate of pay.



## ANNUAL LEAVE

We offer **24 days of holiday entitlement**. This entitlement increases one day a year after two years of employment, up to a maximum of 30 days. An additional day of annual leave is given to staff on the **24th December**.



## HEALTH CASH PLAN SCHEME

We offer permanent staff a **health cash plan**, a type of **health insurance policy** that pays cash benefits to employees in return for a monthly premium paid by Headway East London. The plan covers a range of essential healthcare expenses like dental treatment and check-ups, optical care, physiotherapy, prescriptions, vaccinations and more.

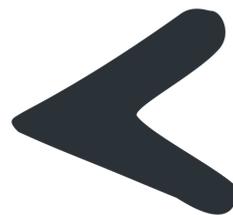




# EMPLOYEE BENEFITS

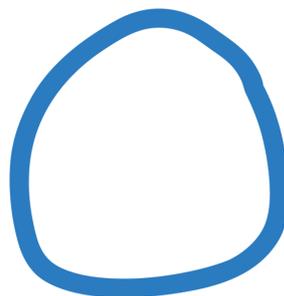
## DISCOUNT SCHEME

The **Employee Discount Scheme** is offered in partnership with Irwin Mitchell. Benefits include **discounts** in stores and theme parks.



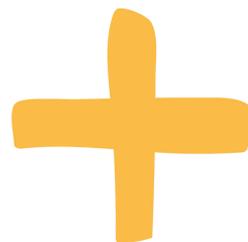
## CYCLE SCHEME

The **cycle to work scheme** is an interest free loan which employees can use to buy a bicycle and accessories up to the value of **£1500**.



## TRAVEL SEASON TICKET LOAN

We offer staff an interest-free **annual season ticket loan** to cover the cost of public travel between home and the workplace.





# EMPLOYEE BENEFITS

## COMPASSIONATE LEAVE

We offers a range of **paid compassionate leave** such as carers', bereavement, emergency.



## FAMILY FRIENDLY LEAVE

We support employees with families by offering **Family friendly leave**. This includes enhanced maternity and parternity leave to eligible employees.



## FLEXIBLE WORKING

**Flexible working** can be offered to staff following an agreed arrangement once requested.





# EMPLOYEE BENEFITS

## FREE LUNCHES

Our members, staff and volunteer cook **lunch** every day for our community in our professional kitchen and is available for free.



## DEVELOPMENT BUDGET

All staff receive a **staff development budget**, that they can use for development opportunities such as training, conferences or visits to other organisations.



## FIND OUT MORE

For more information about our employee benefits, contact our HR department at [hr@headwayeastlondon.org](mailto:hr@headwayeastlondon.org).

