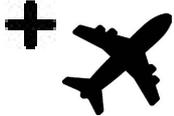


# Your 2019 Benefits Reward Statement



## Holidays

In addition to bank holidays, you are entitled to take 23 days holiday with studios closed over Christmas and New Year (Pro-rata if you're part time).



## Extra Holidays

After 5 years of working with us we will reward you with an extra day's holiday entitlement.



## Maternity / Adoption Pay

For weeks 1-6 of leave 90% full pay  
For weeks 7-26 of leave 50% full pay  
For weeks 27-39 of leave standard maternity pay (SMP)

## Paternity leave

2 week's full pay

## Dependency Leave

2 paid days per year



## Health Care Cash Plan \*

Health care cover provided for you and any dependent children up to the age of 18. This plan gives you 100% cash back on a wide range of healthcare treatments such as Dental, Optical, Chiropody, Hospital Cover and lots more including a 24/7 counselling and support helpline. An alternative benefit may be available depending on which Studio you work for.



## Free Eye Care Test

Working on computers on a daily basis entitles you to to a free eye test. Simply keep your receipt and include it on your monthly expenses sheet.



## Life Assurance \*

This benefit will offer your family financial support in the unfortunate event of your death during your employment. Your chosen beneficiary will receive a lump sum benefit multiplied from your annual salary.



## Pension \*

Via a salary sacrifice scheme, we'll contribute between 4% and 5% of your salary into your own pension pot. You can choose to personally add to these contributions at any time.



### Professional Development

We reimburse fees for professional memberships relevant to your role and allow 2 days paid study leave and paid leave to sit exams.



### Pure Gym Membership \*

You can exchange 2 days' holiday for membership of the nationwide gym 'Pure Gym'. Only applicable to the Manchester and London Studios.



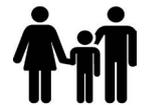
### Season ticket loans

To help spread the cost of travel to work we are offering you the opportunity to purchase your season ticket via a loan from us.



### Cycle to Work

We operate a salary sacrifice cycle to work scheme which works on a 'salary sacrifice' basis. You give up part of your salary in exchange for a benefit, in this case a bike, giving you income tax and NI savings. The value of the voucher is deducted from your salary in 12 equal monthly installments.



### Childcare Vouchers

We are able to provide childcare vouchers until April which are a flexible way to contribute to your childcare costs. Sacrifice part of your salary in exchange for vouchers, saving on monthly tax and income tax.



### Volunteering Leave

It's an opportunity to give something back to a community that you live in, work near or have a passion to help. It could be charity work, helping at a community centre, getting involved with a community project, or working in a school.

It could also be an overseas charity that you have ties with. Rather than taking leave from your annual holiday entitlement you can take a certain amount of paid 'Volunteering Leave' per annum, shown below:

2 days paid leave per annum for volunteering activities in the UK

or

1 weeks overseas paid leave for volunteering activities linked to a recognised registered charity

To find out more about any of these benefits simply contact [kat@civicengineers.com](mailto:kat@civicengineers.com)

