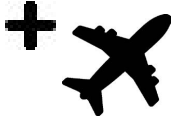


Your 2019 Benefits Reward Statement



Holidays

In addition to bank holidays, you are entitled to take 26 days holiday inclusive of 3 days over the Christmas and New Year period when studios are closed (Pro-rata if you're part time).



Extra Holidays

After 5 years of working with us we will reward you with an extra day 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

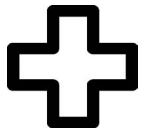
2 week's full pay

Dependency Leave

2 paid days per year

Sick Leave

2 weeks full pay



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 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 5% of your salary into your own pension pot. You can choose to personally add to these contributions at any time.

* Qualifying period of 3 months



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 instalments. We are a strong believers in healthy travel and that's why where possible our Studios have cycling facilities including parking, showers and space to keep your cycling gear.



Volunteering Leave

It's an opportunity to give something back to a community that your 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@civicingineers.com

