



St Luke's Staff Benefits

www.stlukeshospice.org.uk

Benefits statement

People are at the heart of all we do, and here at St Luke's we endeavour to offer a range of benefits to employees during their employment with us, that promote equity, diversity and inclusion (EDI), support employees both in their personal and professional lives, and enable us to attract, engage and retain the best people for the organisation.

For ease of reference, we present our employee benefits in five categories, those that are:

1. Directly linked to your terms & conditions of employment;
2. Relevant to our approach to work-life balance and family-friendly benefits;
3. Linked to employee health & wellbeing;
4. Supportive of employee continuous development;
5. More general, categorised as 'miscellaneous'.



Our benefits guide aims to outline the key benefits within the five categories confirmed and which are available to all employees during their employment with us.

Please be advised that St Luke's benefits may vary or change from time to time with adequate consultation and notice given.



Standard terms

Annual leave & public/bank holidays

Our holiday year runs from 1 April to 31 March with holiday entitlement provided in hours and as confirmed in individual statement of terms of employment. All holiday requests must be made with as much notice as possible and be approved by your line manager via the Cascade HR System.

When submitting requests, employees must ensure 1) that the appropriate hours are booked on each individual request, particularly where you work variable hours day-to-day, and 2) that all bank holidays are booked off, unless where you are scheduled to work. We ask that you give at least one month's notice of your intention to take holidays and one weeks' notice is required for odd single days.

We also ask that you don't make travel arrangements until approval has been given. Employees are referred to our holiday policy for full information.

Option to purchase additional annual leave

As a way of supporting employee wellbeing and to help employees achieve an appropriate balance between work and home life, the scheme provides the opportunity for employees to "buy" additional annual leave hours to a maximum of 37.5 hours in any one annual leave year (pro rata for those employees working less than 37.5 hours per week).

This scheme has been devised to provide employees with additional flexibility in respect of planned time off work. The additional annual leave will be unpaid, with the cost of it being deducted from your salary over your annual leave year. This will ensure that you continue to receive a monthly salary, at a reduced rate to reflect the unpaid leave. Other repayment options may be considered if requested.

Salaries, conditions, expenses & reimbursements

Pay

Salary reviews will take place on an annual basis and will be in line with your performance and St Luke's annual salary review process. St Luke's has the flexibility to offer general inflationary awards, specific individual pay awards based on performance, as well as one off pay rewards, depending on circumstances and affordability. Salaries are payable monthly by BACS on the 22nd of each month or earliest working day if this falls on a non-working day.

Death in Service Scheme

The Death in Service Scheme provides cover for employees up to age 70 for twice their Basic Salary (with a minimum pay-out of £40,000 for full-time employees and pro rata for Part-time employees). An Expression of Wishes form should be completed to be kept on your HR file to ensure that any claims are processed with minimal delay and they follow the wishes of each employee.

Occupational Sick Pay

If you are absent from duty owing to illness you will be entitled, subject to the following provisions, to receive an allowance in accordance with the following scales:

Period of continuous service	OSP or SSP Allowance
During first 3 months of service or probationary period whichever is the greatest	SSP only
Up to one year (following completion of probationary period)	2 months' full pay, and then SSP only
At least one year but less than two years	2 months' full pay and 2 months' half pay in any rolling 12 month period
At least two years but less than three years	4 months' full pay and 4 months' half pay in any rolling 12 month period
At least three years but less than five years	5 months' full pay and 5 months' half pay in any rolling 12 month period
At least five years	6 months' full pay and 6 months' half pay in any rolling 12 month period

Pension

There is a group personal pension scheme available to your employment. The minimum amount to be paid into your retirement savings, through the auto-enrolment scheme is 8% (from 1st April 2019). The legislative requirement is for a total contribution of 8% into your pension with St Luke's (the employer) to contribute a minimum amount of 3% and for you (the employee) to contribute the remaining amount i.e. 5%. However St Luke's will pay half of the 8% by splitting the difference to 4% minimum contribution on each side.

Following successful completion of your probation period, you will be entitled to increase contributions up to the maximum amount available and St Luke's will match your contribution up to 8%. St Luke's will always meet legal requirements in relation to pension provision and is compliant with legislation pertaining to the government's pension auto-enrolment requirements.

Professional Subscriptions

St Luke's will reimburse staff for the costs of annual membership subscriptions (professional fees) associated with specific professional regulatory bodies (i.e NMC, AAT, IOSH, CIPD). This is subject to certain criteria, which is outlined in the Professional Subscriptions Policy.

Equity, Diversity & Inclusion (EDI) at St Luke's

St Luke's seeks to care equally for all we encounter, and strives to make our employment, services, volunteering and events free from barriers, and our attitudes free from prejudice. We will not unlawfully discriminate against any characteristic as legally protected under the UK Equality Act 2010. This extends to neurodiversity and socio-economic diversity, because St Luke's recognises that many barriers are social, economic, educational, or a result of a lack of opportunity or deprivation.

We are committed to developing EDI across our workplace, not only is this the right thing to do, it helps us create a diverse and inclusive workplace culture, furthermore supports our social responsibilities when it comes to providing all employees with access to learning initiatives, training opportunities, awareness sessions, meaningful activities to get involved in and much much more.



Family Friendly

Maternity Pay

At present and in line with UK employment legislation, maternity pay is payable for 9 months or 39 weeks. St Luke's offers an enhanced maternity pay provision in addition to the statutory entitlement.

If you qualify for maternity leave and pay, you will receive 12 weeks' pay at your current standard rate of pay. For the remaining 27 weeks, you will receive the weekly statutory rate of pay up to and including the statutory maximum allowance.

Please refer to the Maternity, Paternity and Shared Parental Leave Guidelines on the intranet for more information or speak to a member of the HR team.

Paternity Pay

If you qualify to receive paternity pay, St Luke's offers 2 weeks of paid leave at your current standard rate of pay.

Shared Parental Pay and Leave

If you qualify for shared parental leave and pay, you will be eligible to apply. Please refer to the Maternity, Paternity and Shared Parental Leave Guidelines on the Intranet for more information; alternatively, speak to a member of the HR Team.

IVF treatment Leave

St Luke's will provide flexible support options for those staff who make us aware that they are undergoing IVF treatment. It may be this is in the form of flexible working arrangements or a combination of paid, unpaid or annual leave during the treatment. Further discussions in confidence can be held with your line manager and/or a member of the HR team.

Adoption Leave

If you are matched with a child for adoption through a UK adoption agency, you may be entitled to time off and pay for up to 52 weeks.

Foster care leave

If you are embarking on a fostering commitment and need time off to welcome and settle a child in to your home, St Luke's is pleased to be able to offer foster care leave which is not a statutory requirement. This leave is for a period of up to 5 weeks of paid time off over a period of 3 years (irrespective of the number of children fostered).

Flexible Working Requests

Allows eligible staff an opportunity to request a change to their working pattern to a more flexible option for further details please refer to the Policy on the intranet.

Childcare vouchers

For staff who enrolled in the scheme before October 2018, St Luke's, in partnership with Computershare Childcare Vouchers, offers a salary sacrifice scheme to help employees save money on their childcare costs. From October 2018, the Government opened a new tax-free childcare scheme. Please visit the Gov.UK website for further details.



Health & Wellbeing

St Luke's Health & Wellbeing Programme

St Luke's are committed to supporting employee health and wellbeing. St Luke's have an annual Health & Wellbeing Programme directly designed from employee feedback, and endeavour to offer different types of health and wellbeing support, activities and initiatives throughout the year. More information can be found on the Intranet or contacting a member of the People team.

Cycle 2 Work

Save money and spread the cost – you can choose your new bike and accessories from hundreds of brands in-store or online from Halfords, Cycle Republic, Tredz, or one of the independent bike shops associated with our Cycle 2 Work provider.

Please speak to a member of the HR team or refer to the intranet for further information.

Wellbeing leave

We will provide colleagues with specific wellbeing leave throughout the year (conditions apply) to support health and wellbeing, this includes:

- Birthday Wellbeing Leave, for employees to celebrate and take care of their wellbeing with a birthday wellbeing day to be taken on the employee's birthday or within the period of one week before and one week after the birthday;
- Summer Wellbeing Leave, for employees to take care of their wellbeing during the summer months with a summer wellbeing day to be taken between 1 June and 31 August inclusive; and
- Winter Wellbeing Leave, for employees to take care of their wellbeing during the winter months with a winter wellbeing day to be taken between 1 December and 31 January inclusive.

Mental Health First Aiders

We currently have Mental Health First Aiders and a MHFA Champion throughout St Luke's to support and signpost staff. You can find their contact details on posters displayed in the hospice and on the intranet.

The role of a Mental Health First Aider and Champion within St Luke's is to be a point of contact for an employee who is experiencing a mental health issue or emotional distress.

This confidential interaction could range from having an initial conversation through to signposting the person to get appropriate help.

As well as in a crisis, Mental Health First Aiders are valuable in providing early intervention help for someone who may be developing a mental health issue.

Clinical/ Reflective Supervision

As part of the support offered for clinical nursing staff and patient facing staff, we provide regular supervision. The aim is to provide a 'restorative' space that is reflective, non-judgemental and supportive. It is a confidential space where you can reflect on your work and the ways in which it challenges you emotionally. Your line manager will talk with you about how supervision is specifically offered in your role.

Men & women's health

Within St Luke's annual Health & Wellbeing programme, we endeavour to promote helpful information, drive awareness and offer opportunities for conversations, regarding men and women's health matters.

Occupational Health

The Occupational Health service offers advice on health, safety and wellbeing at work. The service is a confidential service – no health information about an employee is disclosed without the individual's consent. For further information, please contact the HR department.

Optical support

St Luke's will pay for eye tests and lenses for employees who habitually use display screen equipment (DSE) as a significant part of their normal day to day work and require spectacles for VDU use. A full eye and eyesight test must be undertaken by an optometrist (or a doctor) and must be supported by an optician's prescription which outlines you will need special corrective appliances that are prescribed for the distance the screen is viewed at.

St Luke's will: a) Reimburse eye tests up to a maximum of £30 on receipt of an invoice, no more than once every two years. b) Where a prescription identifies the need for glasses specifically for use at a computer screen, St Luke's will contribute towards this cost up to a maximum of £40 on production of a receipt for such spectacles, again no more than once every two years.

Entitlement is to be approved by St Luke's HR department before purchase. Additional amounts incurred will be paid by the employee and any contribution via the HSF Health Plan will be in accordance with scheme rules in force at the time of the claim.

Healthcare Cash Plan

Our current provider is HSF. We offer all staff the provision of HSF Health Plan which is a non-contributory scheme for all our staff members and their dependents, with the option to upgrade. As a member of the HSF scheme, you will have comprehensive cover and reimbursement for everyday health expenses such as dental, optical, physio, mental health and more. Access to an alternative therapy allowance (e.g. reflexology, homeopathy etc), alongside birth grants, hospital stay grants, day case surgery grants and post admission/home help grants.

Employee Assistance Programmes

Employees are able to access a designated employee assistance programme through our healthcare cash plan which offers confidential guidance and support for you and your family on anything from stress, bereavement, relationship advice to health and money worries. This provides 24/7 access to Counselling and Advice. Other services may also be made available to employees to access.

Rest, Rehydrate and Refuel

In response to the Royal College of Nursing guidance, St Luke's ensures that all staff have access to healthy snacks, an area to rest which is away from patient care areas and water coolers within easy access.

Personal Accident

International accident cover for both work and personal accidents, including fractures, dental trauma, and permanent disability.

Discounted Gym Membership

As part of our HSF Health Plan employees can access a wider variety of gym membership discounts.



Learning & Development

Week 1 and Quarter 1 Induction

During your induction period, you will be required to undertake a 1-hour induction session during week 1, and attend the new starter quarterly induction day.

Interactive LMS

You will be able to see your e-learning record, including what's been completed and what's due, making it easier to track your progress. Line managers will also have the capability to view their team's progress.

Each user will have their individual training requirements set up on their account, streamlining the process of staying up to date with your learning needs.

Library of E-Learning Modules

Generic Mandatory training for all staff was replaced by e-learning modules, 1st May 2018. E-learning makes training in mandatory subjects more accessible for staff and allows us to offer a greater range of topics. Our e-learning package has been specifically designed for Hospices and is easy to use.

Formal 1-2-1s and Appraisals

Formal 121s take place on an annual basis. (We will be making some small changes to the forms over the next couple of months so we'll be sending new forms in due course).

This is an opportunity for agreeing objectives, discussing development needs and reviewing the performance and development against the objectives, i.e personal development planning.

Resilience Workshops

We will routinely deliver resilience workshops for staff to attend. The workshops will ask delegates to consider the current causes of stress for them, explore where this is coming from and rank the stress in terms of impact. It will also challenge the concept that resilience is an action rather than an idea and help delegates to develop a resilience plan.

Management training

We are committed to developing our staff to support the achievement of our strategic plan and mission statement. All learning and development activities, where appropriate, should contribute to the achievement of this plan along with the development of our set of behaviours, which are specified in the Little Pink Book.

Our Learning & Development policy ensures that relevant learning and development opportunities are made available to staff, mandatory training is undertaken as required and staff have an equal opportunity for development and access to further qualifications. Learning needs will be discussed within our performance management process and individual development plans agreed.

Following a conversation and in agreement with your line manager, you will need to submit a study leave form to studyleaveforms@hospicesheffield.co.uk for final review and approval.



Miscellaneous

HSF Perkbox

All employees will gain access to Perkbox for discounts, lifestyle savings, such as gym memberships, and a wellness hub with resources and tools for workforce engagement + regular wellbeing webinars to join.

Blue Light Card

The discount service for the Emergency Services, NHS, social care sector and Armed Forces which provides discounts online and on the high street through a physical Blue Light Card. If you would like to get your own Blue Card to use, you will need to fill in your details and show proof that you work for St Luke's (a payslip will suffice).

You will need to make a payment of £4.99 that covers you for 2 years. When you are completing your registration, select NHS and then under Division you will find Hospice (other). www.bluelightcard.co.uk/index.php

Company Shop

Company Shop will offer its members surplus food, drink and household items from well-known retailers and brands, at very low cost.

If you wish to apply for membership, you just need to click onto the link below, scroll down to temporary applications and Hospices are listed under the Community Services Tab. Once you receive a confirmation email, you will need to take proof of ID including Photo ID and a current utility bill to the store to collect your membership card.

www.companyshopgroup.co.uk/profile/newapplicationpage

Health Service Discounts

As a St Luke's employee you can also access a number of other online discounts including Health Service Discounts and exclusive discounts, cashback & vouchers for NHS & Healthcare Workers. Visit www.healthservicediscounts.com

Tickets for good

Free and discounted tickets for the NHS, charity sector workers and cost of living payment recipients. Donated by the UK's top live event partners www.ticketsforgood.org.uk

Charity Worker Discounts

A benefit provider for charity workers and retired charity workers.

www.charityworkerdiscounts.com

Better Points Sheffield

A free to join rewards program designed to help you get active, earn rewards and support local traders and charities. www.sheffieldbetterpoints.uk

Car parking

Free staff parking is available on site on a first come, first served basis only. The car parking policy will be reviewed periodically which may necessitate the introduction of a permit system.

Healthy Eating options

Locally sourced food freshly produced by our Chefs in a refurbished kitchen. The menu includes more individual meals to reduce food waste, salad boxes, daily healthy options under 400 calories, daily vegetarian and vegan friendly options. There is also a gluten free main meal option each day. All priced at great value for money.

Travel expenses

For travel expenses incurred in owner's vehicle please refer to your line manger for confirmation of current expense rate.

Tea and Coffee

Free tea, coffee and milk are provided at all premises.



Any questions? Anything you
want to share with us?
Get in touch!

T: 0114 235 7546 / 0114 235 7544

E: hr@hospicesheffield.co.uk

This handbook is non contractual and does not form part of your overall contract of employment unless otherwise stated. Changes within this handbook may occur from time to time and you will be notified of such changes.

Did you know you can read this handbook using the accessibility and language toolbar on our website? With tools available from changing font size and colour, speech recognition, translating text into more than 100 languages and using the screen mask and ruler features to break down into manageable chunks – access our content in the way that works best for you.

To enable accessibility tools, please click the pink 'accessibility tools' button at the top of any page on our website. If you are visiting on mobile, please tap the menu button at the top of the page and then tap the pink 'Accessibility tools' button at the bottom.

Please click [here](#) to read this handbook on our website.

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