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> Staff benefits: what's on offer

We hope that you will find working for the British Red Cross a rewarding experience. We appreciate the efforts each individual makes to keep our organisation running smoothly and efficiently.

As a result, we offer a wide range of staff benefits: a generous holiday allowance, season ticket loans, the chance to take a year off from your career and many other options.

Use this A to Z guide to see what you're entitled to as a full or part-time member of staff. We hope you'll make use of what's on offer.

More information about these and other benefits can be found on RedRoom, the British Red Cross intranet site – <http://redroom.redcross.org.uk>

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Adoption leave the law requires us to offer 52 weeks adoption leave of which 39 weeks is paid at a statutory rate.

However, if you've worked for us for more than six months at the beginning of the week of the approved match, we offer a more generous package: six weeks on full pay, followed by 12 weeks on half pay plus statutory adoption pay (SAP), then 21 weeks on SAP. You are then able to take a further 13 weeks of unpaid leave. We further enhance our package if you have worked for us for over a year at the time of your maternity start date: six weeks on full pay, followed by 12 weeks on half pay plus SAP, then 21 weeks of either half regular pay or statutory Adoption pay (whichever is the greater)

RedRoom search: adoption policy.

Annual leave As a full-time member of staff, you get 28 days paid holiday a year, plus public holidays (pro rata if you are on a fixed term contract). If you work part time, you'll get a proportion of this holiday entitlement (pro rata), depending on how many days you work.

RedRoom search: annual leave policy.

Additional Purchased Leave Each January employees on a permanent contract or a fixed term contract that extends beyond the end of the year can apply to purchase additional leave in return for a reduction in gross salary for that year. A maximum of one week's additional leave can be purchased in any year by full time staff; this will be pro rata for part-time staff. The cost of purchasing the leave will be spread over the remaining 11 payrolls in that year: the first deduction will be made in the February payroll. **RedRoom search: Additional Purchased Leave.**

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Cycle2work Eligible employees can apply to lease a bike through the Cycle2work scheme during two application periods each year. The bike is leased via a "salary sacrifice arrangement" under which 12 monthly payments are deducted from gross pay, ie before tax and NI are calculated. Ownership of the bike can then pass to the employee at no extra cost over the next few years. **RedRoom search: Cycle2work scheme.**

Carer's leave To help you maintain a balance between your home and working life, we realise you may need time off to care for family members, partners or close friends. **RedRoom search: carer's leave.**

Compassionate leave If you have been bereaved, you can take compassionate leave. You can also take leave if a close relative or friend is facing terminal illness, or you have an urgent personal problem.

RedRoom search: compassionate leave.

d

Death in service benefit All UK based employees up to the age of 75 are covered for by a DIS benefit, paying twice your annual salary.

RedRoom search: Death in service

e

Eye care vouchers Employees who use a computer at work are entitled to a free eye care voucher. The voucher allows for a full sight test and eye health check for free. If you are prescribed glasses incorporating a VDU prescription you will also be entitled to a £50 contribution towards the cost of lenses.

Contact UKO facilities for further information.

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Flexible working If you need to tailor your hours to your personal circumstances, we will try and accommodate you with one of the following flexible working options:

- > job share – where you and another person work different days of the week to cover one position
- > part-time working – where you work less than 35 hours a week
- > term-time working – where you don't work during the school holidays (or you reduce your hours).

Please discuss your requirements with your line manager. We recognise the value of retaining experienced staff and aim to accommodate you as far as we can.

RedRoom search: flexible working.

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Health cash plan Do you want to get cash back on dental treatment, glasses, physiotherapy and hospital stays? We've agreed a special rate with healthcare company Simplyhealth, who offer a Health Cash Plan Scheme. A scheme solely for dental treatment is also available. **RedRoom search: Simplyhealth-Healthcare insurance**

Home working Occasionally you may need to work from home as and when your personal circumstances require. Please discuss this with your line manager. We aim to promote a flexible working environment, where managers and employees can agree an arrangement that suits everyone. **RedRoom search: homeworking.**

Hybrid working culture The British Red Cross Hybrid Model is a broad-brush framework giving us a consistent approach, but with some flex within it so teams can decide their own preferred ways of working. It reflects the trust we have in our people to do great work. **RedRoom search: Workplaces for the Future.**

Long service leave If you work for us for ten years continuously, you will get a one-off bonus of four weeks' extra paid leave. If you work part-time, you will get a proportion of the four weeks. **RedRoom search: long service.**



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Learning and development We're committed to developing your skills and expertise to further your career and achieve our corporate aims. For example, we may be able to give you financial help with work-related studies, providing we have the resources available. To help you with your course, you may be able to take study leave and exam leave.

RedRoom search: staff development.

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Maternity benefits The law requires us to offer 52 weeks maternity leave of which 39 weeks is paid at statutory rate.

However, if you've worked for us for more than six months at the beginning of the 15th week before your baby is due, we offer a more generous package: six weeks on full pay, followed by 12 weeks on half pay plus statutory maternity pay (SMP), then 21 weeks on SMP. You are then able to take a further 13 weeks of unpaid leave. We further enhance our package if you have worked for us for over a year at the time of your maternity start date: six weeks on full pay, followed by 12 weeks on half pay plus statutory maternity pay (SMP), then 21 weeks of either half regular pay or statutory maternity pay (SMP) (whichever is the greater) **RedRoom search: maternity policy.**



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Parental leave If you're responsible for a child under five (or under 18 if the child is disabled), you can take up to 13 weeks unpaid parental leave. You can take a maximum of four weeks a year. This is in addition to any maternity, paternity or adoption leave you are eligible for. **RedRoom search: parental leave.**

Paternity leave Paternity regulations give eligible employees the right to take two weeks paid ordinary paternity leave and in addition to this up to 26 weeks additional paternity leave, some of which may be paid. **RedRoom search: paternity.**

Pensions We operate a group personal pension plan giving you lots of flexibility in terms of managing your pension fund and choosing the investment funds that are right for you. You can contribute from 4% of your salary, and we will match this contribution up to 6%. **RedRoom search: Pension**



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Sabbatical You can ask to take an unpaid career break of up to a year, after you've been working for us for two years. You'll need to show us that you plan to undertake a project that will further your career and benefit the organisation. For example, you may want to do a research project or a course of study.

RedRoom search: Sabbatical.

Season ticket loan Once you've finished your probationary period, you can apply for an interest-free season ticket loan for either annual or six-monthly tickets. The loan will be deducted from your salary over five or ten months. **RedRoom search: season ticket loan**

Secondments At some point in your career with us, you may wish to consider a secondment, where you're attached to another department to gain experience of another field of work.

Your secondment could be within the Red Cross or you may work for another organisation such as the UK Government. **RedRoom search: secondment or staff development.**

Sick pay We offer a generous sick pay scheme, going beyond what the law requires. If you've been working for us for less than two years, you'll get eight weeks' full pay, followed by eight weeks' half pay. If you've been with us for two years or more, you'll get 13 weeks' full pay, followed by 13 weeks' half pay.

RedRoom search: sickness absence.

U

Staff and volunteer support service We offer a telephone helpline and information service for workplace and other personal issues including financial and legal advice. It's open 24 hours a day, 365 days a year, on 0800 389 7820.

The helpline offers you and your immediate family confidential and impartial help from an independent, external company. **RedRoom search: Health Assured**

Unpaid leave If you've used up all your annual leave and you need some extra time off for special reasons, you may be able to take unpaid leave.

RedRoom search: unpaid leave.

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Your Discounts As an employee of British Red Cross, you have access to a world of exclusive discount privileges, through our Employee discount platform.

You can shop using various options:

- Your smartphone
- E-Vouchers, paper vouchers and shopping cards
- Cashback

RedRoom search: Staff Discounts.

