



Employee benefits

At Family Futures, the happiness and wellbeing of our staff is important. We provide a range of benefits:

Salary and Leave

- **Salary** is paid in arrears in 12 equal instalments on the 24th of each month.
- **Annual Leave:** Paid leave entitlement is 22 days per annum (pro rata for part time staff) plus bank holidays (hours pro rata for part time staff). For employees who have completed three years' continuous service an additional day of annual leave will be accrued for each year of continuous service for the next 5 years. The maximum total of additional holidays for continuous service is 5 days. There is also an additional 'free' 1 day's holiday just before Christmas (hours pro rata for part time staff).

The leave year runs from 1 April – 31 March.

- **Maternity/Adoption:** Comprehensive packages include up to 52 weeks leave and 50% of normal weekly pay on top of your Statutory Maternity Pay for 33 weeks (subject to meeting relevant qualifying criteria).
- **Sick leave:** FF is required to make statutory sickness payments (SSP) where staff qualify. We also have our own sick pay scheme, including full pay for a period of 10 days (pro rata for part time staff) subject to certain conditions.
- **Workplace Pension Scheme (Auto-enrolment pension):** The Workplace Pension is designed to provide a pot of money to go some way to produce an income and/or lump sum in retirement, based on contributions paid by employees and FF throughout employment. To this end and in compliance with current legislation, all eligible employees are automatically enrolled into our workplace Pension scheme called 'Salvus Master trust', which is managed by our independent pension provider. Full details of the scheme will be provided when you are enrolled, including the minimum contribution level that you will be required to make and your right to opt out if you do not want to join the scheme.

Money saving offers and schemes

- **Salary sacrifice cycle to work scheme:** FF supports those who wish to cycle to work where this is possible and offers an interest free loan to salaried employees for bicycles and safety equipment. Repayments are made over 12 months by means of salary sacrifice in order to obtain full relief from both income tax and

National Insurance. To be eligible, employees need to have completed their probationary period and have an employment contract which lasts for at least 12 months from the date the bicycle is collected. The arrangement is run in partnership with Cyclescheme.

- **Season ticket loans:** FF offers an interest-free annual season ticket loan. The loan is paid with the employee's normal salary payment for the purpose of purchasing an annual season ticket covering the journey to and from work.

More benefits

- **Flexible working and work/life balance:** Supporting the family unit is at the heart of the service that FF provides and this principle is extended to our staff. FF is committed to considering flexible working requests and have a number of family friendly policies in place.
- **Learning and Development:** FF has a commitment to ensure that its work force has access to appropriate learning and development opportunities that enable them to fulfil their roles competently and confidently whilst contributing to the success of the organisation. We aim to do this by supporting your development from induction through to continuing professional development (CPD). This includes supporting employees with external learning opportunities through study leave, and financial support may be offered to individuals who are studying for professional qualifications.
- **Wellbeing:** Recognising that our staff are our most valuable asset, encouraging their health and wellbeing is vital to our success. We offer free yoga, mindfulness sessions and free daily lunch.
- **Eye tests:** FF encourages staff who regularly use Display Screen equipment (DSE) to have regular vision tests and eye examinations. FF will pay a contribution of up to £20 towards the cost of the eye test. If the test shows that you need glasses specifically for DSE work, i.e that you need special corrective glasses that are prescribed for the distance the screen is viewed at, FF will pay for a basic pair of frames and lenses up to the value of £50 maximum.