

Our Employee Benefits



There is of course that feeling of knowing you are making a difference and supporting a worthy cause with values that align with our vision and mission. To work somewhere that is loved and supported by the whole community is very special to say the least.

We do however have the more tangible benefits in place below:



Staff Wellbeing and Support

We are keen to support the health and wellbeing of all of our employees. As part of this we have a Staff Wellbeing Group and run various staff wellbeing activities during the course of the year. In addition to these events staff are also able to access:

- Employee Assistance Programme which offers free, 24 hour telephone advice in a range of areas. Advice is completely confidential
- Access to Occupational Health services
- One to one meetings with line managers
- Access to Bereavement counselling via EAP service
- Access to Complementary therapy sessions
- Clinical supervision for clinical employees



Learning and Development

We encourage all employees to actively develop their skills and update their knowledge in order reach their potential at work. The Hospice has an appraisal system in place where employees discuss their objectives, progress and achievements with their line manager and all employees have a development plan which is linked to the priorities of the Hospice.

We provide all employees with training which is essential to their role.



Flexible Working

The Hospice has a Flexible Working Policy and adopts a positive approach to supporting flexible and smart working where this can be facilitated. The Hospice employs a number of individuals on a range of flexible working patterns.

The Hospice also operates a Time Off In Lieu (TOIL) system where additional hours worked can be taken back where time has been approved by a manager in advance.



Induction for New Employees

We are keen that all new employees are supported in their role. During the first few weeks of employment all staff undertake full induction training.



Free Car Parking

We offer free car parking for employees, volunteers and visitors at the Hospice. You can also park in the surrounding streets which is completely free of charge and unrestricted.



Free Tea and Coffee

Free tea, coffee and milk are provided to employees. There is also an ice machine available on the main Hospice site.



Discounted Meals

The Hospice has a fully equipped kitchen which caters for patients, visitors, staff, volunteers and our commercial catering orders. A good variety of fresh and delicious food is prepared on a daily basis and employees are able to order discounted meals at the Hospice site. We think our food offering is excellent!



Annual Leave

We offer a generous annual leave entitlement for our employees. All employees are entitled to 27 days annual leave per year plus normal public/bank holidays (normally 8 per year). This entitlement is pro-rata for part time employees. Our annual leave year runs from 1st April to 31st March.



Pay

All employees of The Prince of Wales Hospice receive a salary which is commensurate to the role they are employed to undertake. Salary reviews are undertaken in line with cost of living on an annual basis and are subject to overall affordability. The Hospice always aims to ensure salaries are competitive and give the opportunity for employees to move up scale points within their role through pay progression.



Pension

The Prince of Wales Hospice operates a company pension scheme. All employees who meet the minimum requirements are eligible to join this scheme and will be auto-enrolled into the scheme. If eligible this can be through salary sacrifice.



Sick Pay

Where an employee is unable to work due to illness they are entitled to receive sick pay. The Hospice operates an occupational sick pay scheme which is based on the following:

- During the first year of employment – 1 month full pay followed by Statutory Sick Pay
- During the second and subsequent years of employment – 3 months full pay, 3 months half pay followed by Statutory Sick Pay

This is based on a 12 month rolling period and any Occupational Sick Pay received is deemed inclusive of any Statutory Sick Pay entitlement.



Special Leave

The Hospice has a Special Leave Policy which enables employees to request special leave for a variety of reasons including but not limited to: time off for appointments, time off for dependents, bereavement leave, time off for domestic emergencies and time off for personal reasons.



Family Friendly Benefits

The Hospice offers a number of family friendly benefits including:

- **Maternity and Adoption Pay**

Statutory Maternity Pay is offered in line with current legislation.

Enhanced Occupational Maternity Pay is available to employees who have a minimum of 52 weeks continuous service at the end of the qualifying week and who choose to return to work for a minimum of 6 months following maternity leave. It is paid at the following rates:

- First 8 weeks at full pay;
- Following 10 weeks at half pay; and
- Remaining 21 weeks at the SMP rate as set by the Government, or at 90% of your average weekly earnings, if this figure is lower than the Government's set weekly rate.

- **Paternity Pay**

Statutory Paternity Pay is offered in line with current legislation.

Enhanced Occupational Paternity Pay is available to employees who have a minimum of 52 weeks continuous service at the end of the qualifying week. Occupational Paternity Pay is paid at full pay for up to 2 weeks.

- **Shared Parental Pay**

Shared Parental Pay is paid at statutory levels in line with current legislation. More information can be requested about this from the Hospice.



Optical Support

The Prince of Wales Hospice will pay for eye tests and lenses for employees who habitually use DSE as a significant part of their normal day to day work and require spectacles for VDU use. Eye tests must be approved in advance



Travel Expenses

The Prince of Wales Hospice pays travelling expenses at the rate of 45p per mile for business mileage when travelling in your own vehicle.



Discounts

Other Benefits include the eligibility for employees to sign up for:

- Blue light card
- Charity workers discount
- Company Shop membership