



# Employee Benefits

## 1.) UP TO 30 DAYS ANNUAL LEAVE PLUS 3 EXTRA HOLIDAYS INCL WOMEN'S DAY



The Organisation's holiday year runs from 1 April to 31 March. In each holiday year your Organisation holiday entitlement will be 25 working days (pro-rata for part time staff). After 2 complete years' service your annual entitlement will increase by 1 working day per complete years' service worked, up to a maximum of 30 working days. In addition to the 8 statutory Public Holidays we have 3 extra days off. Easter Tuesday, August holiday Tuesday and a day in lieu for International Women's Day.

## 2.) EXCELLENT DEVELOPMENT AND TRAINING OPPORTUNITIES

The Organisation's holiday year runs from 1 April to 31 March. In each holiday year your Organisation holiday entitlement will be 25 working days (pro-rata for part time staff). After 2 complete years' service your annual entitlement will increase by 1 working day per complete years' service worked, up to a maximum of 30 working days. In addition to the 8 statutory Public Holidays we have 3 extra days off. Easter Tuesday, August holiday Tuesday and a day in lieu for International Women's Day.



## 3.) EMPLOYER PENSION CONTRIBUTION (MINIMUM 5% OF YOUR GROSS SALARY)



Missing Link will automatically enroll you into our Nest pension scheme. Missing Link also make additional contributions towards a personal pension scheme for its permanent employees. Pension contributions will be paid on an annual basis to staff that have successfully passed their probationary period. It is backdated to the start of their employment. If you do not have a personal pension scheme you will need to set this up in order to benefit. Further details can be provided by Finance or Human Resources.

## 4.) MINDFUL EMPLOYER PLUS SCHEME

The Mindful Employer Charter for Employers who are Positive about Mental Health. This is a great initiative with many benefits for all staff. These include literature to support you to keep well at work and guidance for Team Leaders on managing mental health in the workplace. You can collect a Mindful Employer pack from HR which includes access to a confidential staff helpline offering support for 24 hours a day. Read more information on that here:

<http://www.mindfulemployer.net/support/publications>



## 5.) CYCLE TO WORK SCHEME



Any member of staff can apply to Missing Link to get a certificate to buy a bike and equipment. The maximum amount that can be claimed is £1000 and this will then be deducted by Missing Link from your salary every month over a period of one year. The advantage to you is that the deduction is made before tax so you will save on any tax due (basic rate of taxation is 20%).

To apply you will need to logon <http://www.cyclescheme.co.uk/935789>. Once your application has been approved by Missing Link you will be issued with a certificate which you can use at a selection of shops to buy your equipment



**MISSINGLINK.**  
cutting edge  
women's mental health services



# Employee Benefits

## 6.) LONG SERVICE AWARDS



Each year Missing Link recognises its employee's length of service and award their staff accordingly. The type of award will be agreed on an annual basis.

## 7.) WELLNESS AWARDS

All employees who have been serving at Missing Link from 1st April to 31st March are eligible to a maximum of one week's pay depending on how many sick days have been taken. For example, if a full time staff takes 3 days sickness during this period they will receive 2 days' pay (5 days - 3 days taken). This is pro-rata for part-time staff.



## 8.) RELAXED DRESS CODE, EVERY DAY!



Missing Link's dress code is smart casual. You can feel relaxed yet put together every day!

Expressing yourself through style very often makes our day at work more enjoyable. As we are all representing Missing Link let's be mindful and skip rips, tears or wholes in your clothes.

## 9.) GOOD IDEA REWARD

We welcome all suggestions and ideas that would benefit the organisation by saving time and/ or money for the organisation. An example would be suggesting that printers are set up to print on both sides. If you have a good idea that meets these criteria please share your idea with your team leader who will pass it on to SMT. The reward will be £25.



## 10.) STAFF RECOGNITION AWARD



Every month Missing Link/Next Link/Safe Link would like to recognise staff who have gone above and beyond their normal duties. To celebrate this excellence we will be holding a Staff Recognition Award draw every month. Workers can nominate colleagues to be entered into the draw to win a £20 Amazon Voucher. Entries close on the last working day of each month. Draw to take place in the 1st week of each month

It's simple:

- Nominate a colleague for doing an exceptional piece of work, or something above and beyond their normal role, by completing a blank postcard (in the Finance/HR Office)
- Pop it into the box
- The winner will be selected at random every month



**MISSINGLINK.**  
cutting edge  
women's mental health services