

# Employee benefits



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## Enhanced Annual Leave

This is eight additional days on top of the statutory minimum of 28 days, totalling 36 days of holiday per year. This includes all England and Wales bank holiday entitlements, and three days for Christmas closure in December.

### How do I access it?

All England and Wales bank holidays and Christmas closure days are automatically booked out for you on your HRIS planner (Human Resources Information System). Your remaining allowance will be available for you to request and book as you wish, using our HRIS through the 'Holiday' HR screen.

### What if I live in Scotland or Northern Ireland with different bank holidays?

If you live in Scotland or Northern Ireland, where the bank holidays differ, you have the option to use your remaining allowance to book additional bank holidays as applicable. Alternatively, you can reallocate your bank holidays to align with the local bank holidays in Scotland or Northern Ireland.

**Please note: Although our different types of leave options are displayed in days, these are all based on employees working our standard work pattern of 7.5 hours Monday to Friday (37.5 hours per week). If you work less than 37.5 hours a week or are part-time, your entitlement is pro-rated and aligned to the hours you work. Additionally, if you opt to work a compressed working pattern – i.e., a nine-day fortnight (two 37.5-hour weeks worked in nine days as opposed to 10) – your entitlement would be based on hours rather than days, as a compressed working pattern would mean your working days are longer than the standard 7.5-hour days.**

**Additionally, all leave types are accrued throughout the year. If you leave part-way through the year but have already used all of your entitlement, it may be that you will owe time back, which would be processed through your final pay with payroll.**

## Buy/sell up to one week of Annual Leave

This is the option to either buy or sell up to a week's leave. If you prefer to receive the equivalent value of up to five days of this extra leave entitlement in salary, the leave can be 'sold' back to the organisation – meaning that you forfeit your right to the time off and receive your usual rate of pay instead. Alternatively, you can take up to five additional days of leave on top of your entitlement, the cost of which will be deducted from your pay in equal instalments across the year.

**How do I access it?**

You'll be asked every November/December to select your options for the following year. This is not available at any other time.

## Significant Life Event Leave

You are entitled to three paid days of leave per year, in agreement with your line manager, for anything you consider significant to you, such as getting married, moving house, or graduating. (NB: this is separate from compassionate leave.)

**How do I access it?**

You have an annual entitlement that starts on the first day of your employment. It can be requested/booked via our HRIS through the 'Other Leave/Absence' HR screen.

## Time Off for Dependants Leave

Time off for dependants is a statutory right to take time off work to provide care (emergency or urgent – for example, when a child is sent home from school unwell) to people who are dependent on you. There is no statutory right to receive pay during this time but, under Trussell policy, you receive full pay for up to three days of dependants leave per year. For full details on eligibility, including the definition of 'dependants' (which can include elderly parents), see government guidance: [Time off for dependants](#).

**How do I access it?**

You have an annual entitlement that starts on the first day of your employment. It can be requested/booked via our HRIS through the 'Other Leave/Absence' HR screen.

## Compassionate Leave

Up to three days' paid leave for difficult personal situations such as the death of an immediate family member or dependant, or attending a funeral of an immediate family member or dependent.

**How do I access it?**

You have an annual entitlement that starts on the first day of your employment. It can be requested/booked via our HRIS through the 'Other Leave/Absence' HR screen.

## Staff Volunteering Leave

Five days' paid leave per year to spend supporting another good cause – or helping out in another part of Trussell.

### How do I access it?

You have an annual entitlement that starts on the first day of your employment. It can be requested/booked via our HRIS through the 'Other Leave/Absence' HR screen.

## Jury service

Up to 10 days of paid leave per year in the event you are called to perform jury service.

### How do I access it?

Entitlement starts on the first day of your employment. It can be requested/booked via our HRIS through the 'Other Leave/Absence' HR screen.

## Enhanced Sick Pay

During periods of sickness, we will either pay full or half pay, inclusive of Statutory Sick Pay. Entitlement is based on the length of service:

- Within probation: One week full pay and one week half pay.
- Completed probation to under two years' service: Six weeks full pay and six weeks half pay.
- Two years' service: 13 weeks full pay and 13 weeks half pay.

### How do I access it?

For those within probation and with less than two years' service, your entitlement is based on a rolling 12-month period and is processed automatically by payroll each month. For employees with two or more years' service, entitlement is based on a rolling 24-month period and is also processed automatically by payroll each month.

## Medical appointments

Up to two paid hours to attend routine health appointments if it's not possible to do so during your non-working hours; up to a day to attend a hospital appointment if it's not possible to do so during your non-working hours.



**How do I access it?**

Entitlement starts on the first day of your employment. It can be requested/booked via our HRIS through the 'Other Leave/Absence' HR screen.

## AIG Group Income Protection

An insurance policy that pays a proportion of your income for a period of time in the event that you are unable to work for more than eight weeks. Your entitlement will be half pay for up to a period of two years.

**How do I access it?**

You are opted in automatically, and there is no charge to you as we will cover the cost. Cover begins once you have successfully completed your probationary period. The People Experience team will be in touch directly when a claim can be made. AIG T&Cs apply. For more information, contact the People Experience Team.

## AIG Group Life Assurance (Death in Service)

In the event of your death while employed by Trussell (you don't have to actually be at work), your nominated beneficiaries receive a payment of three times your annual salary.

**How do I access it?**

You are opted in automatically, and there is no charge to you as we will cover the cost. Cover begins once you have successfully completed your probationary period. AIG T&Cs apply, and for more information, contact the People Experience Team.

## Enhanced Family Leave – Maternity / Paternity / Adoption / Shared Parental Leave / Assisted Conception Treatment

Maternity / Primary Caregiver / Adopter pay is set at 100% of earnings for the first 16 weeks, 50% of earnings for the next 16 weeks, and the remainder at the statutory rate. Statutory entitlements can be found here: [Maternity Pay and Leave](#).

Paternity / Secondary Caregiver / Adopter Pay is set at 100% of earnings for five weeks. Statutory entitlements can be found here: [Paternity Pay and Leave](#).

Assisted Conception Treatment provides up to three days' paid leave.

### **How do I access it?**

Tell us that you are, or that your partner is, pregnant at least 15 weeks before the due date and provide the MATB1 / Matching Certificate for your record.

## **Pension**

Trussell is subject to automatic enrolment for pensions, meaning that if you are eligible (earning over £10,000 a year and aged between 22 and state pension age), you are automatically opted in to make the minimum contributions. The minimum employee contribution is 4% of salary, which we will match (8% in total). On top of this, all Trussell staff are offered the opportunity to increase their pension contributions beyond the minimum to any percentage, up to 8% of which will be matched by (16% total contribution). Even if you're not automatically eligible, you're still able to join the pension scheme on the same terms as all other staff.

### **How do I access it?**

You'll be entered automatically as part of the new starter process, and contributions will start when you are in receipt of a full month's pay (typically your second month); otherwise, you can submit changes to the People Experience Team.

## **Payroll Giving**

Payroll Giving allows you to make regular donations to your favourite charities from your gross, rather than net, pay.

### **How do I access it?**

Each employee must register and link to their employer's Giveall Payroll Giving profile. They set up which charities they're donating to and/or how much to deposit into their Personal Donor Account, for later use. This will then be calculated and applied automatically through payroll each month. Guidance on how to apply can be found [here](#).

## **Westfield Health**

Westfield Health is a health cash plan that allows you to claim money off healthcare bills for chiropody, dental care, optical services (including contact lenses), alternative and complementary therapies, and diagnostics. It also gives you access to:

- Doctor Line for second medical opinions, access to support services, and trusted health information.
- Discounted gym memberships at participating gyms.
- An Employee Assistance Programme with access to 24-hour telephone support and face-to-face counselling.
- Westfield Rewards: discounts on shopping and leisure activities.
- Health Assured Wisdom App.

### **How do I access it?**

Unless you opt out, you will be automatically signed up to Westfield Health when you start your employment. You will receive a letter from Westfield Health with instructions on setting up your account. If you can't locate your log-in details, please call Westfield Health (0114 250 2000). HMRC class this as a benefit in kind, and therefore a small tax adjustment is made.

### **How do I use it?**

Access your MyWestfield platform to view your balance and to make a claim. Claims are usually processed within two working days. Remember to submit your claim within 26 weeks of incurring the expense. To access other health and wellbeing services, and Westfield Rewards, follow the links through your MyWestfield profile.

## **Our flexibility commitment**

We recognise that flexible working is not just a statutory right but a vital part of fostering a healthy work-life balance. We are dedicated to supporting our employees in finding the flexibility they need to thrive both professionally and personally. Whether it's adjusting work hours, remote/office/hybrid working options, or other arrangements, we're committed to helping you achieve a balance that suits your individual needs. Your wellbeing is our priority, and we're here to work with you to create a work environment that supports your life outside of work.

## **Cycle to Work (Bike2Work) Scheme**

The cycle-to-work scheme allows participants to save up to 42% on the cost of bicycles and/or cycling equipment (up to the value of £1,000) by hiring it through salary sacrifice. Payments are made monthly and deducted from gross pay – i.e., before tax and national insurance.

### **How do I access it?**

This is only available after successful completion of the probationary period. Details on how to apply can be found on our internal intranet site HIVE.



**Please note: As per the guidelines set out by HMRC, the employee will enter into a hire agreement, not a purchase agreement. Any items obtained through the scheme do not transfer automatically to the employee at the end of the hire agreement; Bike2Work becomes the owner of the bike/equipment. Please contact the Bike2Work Scheme for more information or have a look at their FAQs: [Bike2Work Scheme FAQs](#).**

## Hardship fund

The hardship fund provides a one-off discretionary award that is exclusively available for staff members who find themselves unable to afford essentials such as food, utilities, secure accommodation, childcare, travel to work, or essential white goods/furniture due to personal circumstances. There will be a standard award of £200. However, a higher award will be considered where appropriate. Members of staff may make repeat applications, which will be assessed accordingly. However, no one would be eligible to receive total support exceeding £1,000 in a 12-month period, and the scheme is not designed to provide staff with ongoing financial support.

### How do I access it?

The application process has been carefully designed to be unintrusive and provide people with a dignified and compassionate pathway to trusted support with a maximum level of confidentiality. For details on how to apply, visit our internal intranet site HIVE.

## Career development

Access to a learning platform offering all staff attendance on skills training or career management workshops, the Bookboon Learning Library, an opportunity to apply for professional development funding via the Apprenticeship Levy or our Learning & Development budget, the Managing in Trussell development programme, and a coaching provision for leaders.

### How do I access it?

You should discuss development opportunities with your line manager and then reach out to our Learning & Development Team – [learning@trussell.org.uk](mailto:learning@trussell.org.uk)

Unit 9, Ashfield Trading Estate,  
Ashfield Road, Salisbury SP2 7HL

[enquiries@trussell.org.uk](mailto:enquiries@trussell.org.uk)

**[trussell.org.uk](https://trussell.org.uk)**

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