

## CHSS Colleague Benefits Information

As a colleague of CHSS, you will have access to a wide range of benefits as follows.

### Pension Scheme

CHSS offers a Group Personal Pension Plan, which has been established with Aviva. The Plan is a money purchase arrangement. You can choose at what rate you wish to contribute (subject to a minimum age related contribution) and how to invest your own contributions and those made by CHSS. The emerging fund at the point that you wish to take the benefits is then used to purchase a pension that is paid for the rest of your life.

Colleague's and Employer's Contributions are paid on the portion of the colleague's salary which is above the National Insurance contributions threshold (the Lower Earnings Limit). Colleagues who meet the relevant criteria are "automatically enrolled" in the scheme.

### Life Assurance

All colleagues are eligible on commencement of employment with CHSS for a death in service benefit of two times salary.

### Group Income Protection – Permanent Health Insurance

We have Group Income Protection Permanent Health Insurance which is available to all colleagues after 12 months of service. The insurer may require evidence of good health before you are covered for your full benefit entitlement. Once you are a member and have satisfied the insurer of your incapability, you will begin to receive benefit after you have been incapacitated for 26 continuous weeks.

Our also offers immediate access to a range of health and wellbeing support services.

- *Help@hand*  
Providing colleagues with five key support services through one easy-to-use app - Remote GPs, mental health support, physiotherapy, medical second opinions and EAP access.
- *Colleague/Employer Assistance Programme*  
Our comprehensive EAP is provided by LifeWorks and includes colleague access to a 24/7 helpline, legal support, wellbeing content and tailored fitness plans.

- *Rehabilitation and return to work support*  
Immediate access to our in house specialists, helping individuals stay at or return to work when struggling with a health condition. We also offer a personal wellbeing check to keep your colleagues engaged and productive.
- *Health & wellbeing workshops*  
For HR professionals and line managers on physical and mental illness or bereavement, on how to support colleagues. Colleague workshops are also available on topics such as resilience and movement.
- *Mental Health Pathway*  
Unum's Mental Health Pathway is an early intervention service providing fast, specialist support to employers and their colleagues when facing a mental health concern.
- *Cancer Pathway*  
Unum's Cancer Pathway provides quick and easy access to cancer support upon diagnosis, through treatment and after treatment – whenever needed.

## Annual Leave

CHSS leave year runs from 1<sup>st</sup> April to 31<sup>st</sup> March. Colleagues are entitled to 36 days annual leave in their first year of service (including public holidays). A colleague will be awarded one extra day's annual leave for each complete year of service up to a maximum of 42 days (including public holidays). These allowances are pro-rated for part time colleagues and further pro-rated for those who join or leave CHSS during the leave year.

## Sick Pay

A colleague who is absent from work as a result of sickness will be entitled to, in any rolling period of twelve months, company sick pay in accordance with the following:

<b>Continuous Service at commencement of sickness absence</b>	<b>Allowance</b>
Up to 1 year	5 weeks full pay then 5 weeks half pay
1 to 2 years	9 weeks full pay then 9 weeks half pay
2 to 3 years	18 weeks full pay then 18 weeks half pay
3 to 5 years	22 weeks full pay then 22 weeks half pay
After 5 years	26 weeks full pay then 26 weeks half pay

## Family Leave

CHSS operates a host of family friendly policies to support colleagues who are or are becoming parents.

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