# Benefits Guide

## From Day 1

### Annual Leave

Annual leave starts at 26 days per year excluding bank holidays. Our leave year runs from January to December and at the start of the leave year following completion of a year's service, annual leave will increase by one day. The annual leave allocation continues to rise annually in January until it reaches the maximum of 29 days.

In addition, there are 8 paid public holidays per annum

### Wellbeing Days

In addition to annual leave, all employees are eligible for a Wellbeing Day.

This is an extra day of leave included in an employee's annual leave entitlement and record and will be pro-rata for those on part-time hours.

### Employee Discounts

Making our money go further can make a real difference and - be honest - we all love a bargain! We have a range of shopping and employee discounts to help you save money on products and services.

## Employee Assistance Programme

Dogs Trust provides access to an Employee Assistance Programme to help support our staff. The service includes a free confidential 24-hour helpline where advice and support can be sought on a range of issues, as well as up to six sessions of confidential counselling.

## Life Assurance

Dogs Trust has a life assurance policy which covers all employees in the event of death in service. The cover provides a lump sum benefit of 3 times annual salary to one or more nominated beneficiaries in the event of the employee's death.

# After 3 Months

## Health Cash Plan

Our health cash plan, provided by Westfield Health, enables colleagues to claim back payments (up to annual limits) for a range of health care and wellbeing treatments, including physiotherapy, optical, dental, and alternative therapies such as reflexology. You'll also have access to a range of services including DoctorLine – unlimited 24/7 telephone access to qualified UK GPs and Westfield Rewards (discounts)

# After 3 Months

## Pension Scheme

Dogs Trust operates a group personal pension scheme with Standard Life. Staff are automatically enrolled after 3 months' service at the minimum employee level of 1.50%. For those who wish to take it up, a salary sacrifice scheme is currently in operation.

| Your Payment | Dogs Trust Payment | Total Payments into Plan |
|---|---|---|
| 1.50% min | 9.00% | 10.50% |
| 2.00% | 9.50% | 11.50% |
| 2.50% | 10.00% | 12.50% |
| 3.00% | 10.50% | 13.50% |
| 3.50% | 11.00% | 14.50% |
| 4.00% | 11.50% | 15.50% |
| 4.50% | 12.00% | 16.50% |
| 5.00% | 12.50% | 17.50% |
| 5.50% | 13.00% | 18.50% |
| 6.00%* | 16.00% | 22.00% |

**Employees are free to make additional voluntary contributions above 6% of salary; however, our employer contribution is capped at 16%.*

# On successful completion of probationary period

## Season Ticket Loan

We provide interest free season ticket loans for travel to and from work upon successful completion of probation. Loans are repaid over a maximum of 12 months via monthly salary deductions.

**For more information about who we are and what we do, go to www.dogstrust.org.uk**