Breast Cancer Now summary of staff terms and conditions and overview of benefits

Our commitment to you

Our people – that's you! - are the greatest asset we have. And we recognise that to show up and have an impact each day, you need to be supported to live well and have a healthy work-life balance. As a member of our team, here are the benefits you'll receive and how we'll support you to be the best you can be.

Taking time out of work

We all have lives outside of work. Hobbies to nurture. Places to see. Family to spend time with. And commitments to uphold. We recognise this, and we offer a variety of paid leave options on top of annual leave to help our staff members maintain a healthy work-life balance. These include:

Annual leave	• Our annual leave year is January to December • 25 days paid annual leave each year. This increases by 1 day each annual leave year to a maximum of 30 days. If you're part time this is pro rata • There's the option each year for you to carry over up to 5 days annual leave to be taken by 31 December. If you're part time this is pro rata • There's the option each year to buy up to 2 weeks' additional annual leave and sell accrued incremental annual leave. If you're part time this is pro rata)
Carer's and dependants leave	• Up to 5 days' paid carer's/dependants leave per rolling year. Plus, up to 5 days' unpaid leave per rolling year
Compassionate leave	• Up to 5 days' paid compassionate leave per rolling year
Sabbatical leave	• Up to 6 months' unpaid sabbatical leave after completing 5 years' continuous service
Christmas and new year closure	• Offices close at 12.30pm on Christmas Eve (Friday before if the 24th falls on a weekend). They re-open when normal business activity resumes in January

Family friendly

We offer a range of initiatives above the statutory requirements to support new parents, including:

Maternity leave and pay	• 20 weeks full pay after 6 months' continuous service
Adoption leave and pay	• 20 weeks full pay after 6 months' continuous service
Paternity leave and pay	• 3 weeks full pay after 6 months' continuous service
Shared parental leave and pay	• This follows our maternity leave provision (20 weeks full pay after 6 months' continuous service)

Health and wellbeing

We take health and wellbeing seriously. And we have a duty of care towards every single member of our team. Here's what we offer to support you to live well:

Group income protection

If your occupational sick pay runs out, you could be eligible to receive 75% of your basic salary. This will be paid for a capped period of 2 years

Health cash plan

Access to assistance with health costs. This includes contributions towards optical, dental, physiotherapy and chiropody treatments

Employee assistance programme (EAP)

24-hour lifestyle, wellbeing and telephone support, including up to 6 counselling sessions

Occupational sick pay

2 weeks' full pay in the first 6 months of employment and 6 months' full pay after 6 months of employment

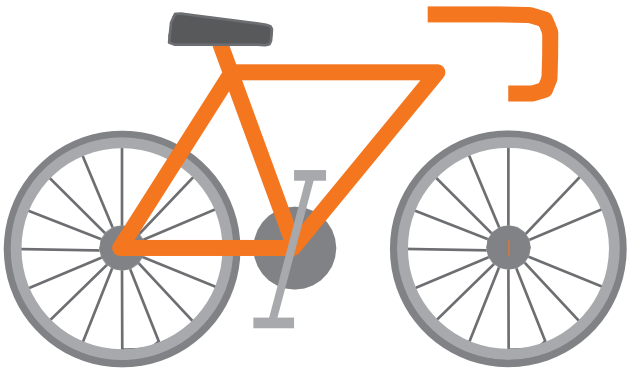
Health, wellbeing and lifestyle

Actively supports health, wellbeing and lifestyle programmes

Financial assistance

Need a hand? We offer the following financial assistance schemes to help our staff get from A to B:

Season ticket loan scheme	• Annual, interest-free season ticket loan once you've passed your probationary period
Bicycle loan scheme	• Support and assistance buying a bike once you've passed your probationary period
Free online will writing service	• We offer help with our free, online will writing service



Pension, life assurance and pay

We offer the following pension and life assurance options:

Pension plan	• Automatic enrolment into the group personal pension plan after completing 2 full months' employment • Favourable employer contributions matching employee contribution plus 2% up to a maximum of 8% 3% EE contribution / 5% ER contribution 4% EE contribution / 6% ER contribution 5% EE contribution / 7% ER contribution 6% plus EE contribution / 8% ER contribution
Life assurance	• 4 times your annual salary to a nominated beneficiary(s) should you die in service
Pay award	• Any increase in your basic salary is normally awarded annually on 1 August. This is subject to there being a review in that year and your eligibility.