

**BIRMINGHAM ST MARY'S HOSPICE**

176 Raddlebarn Road, Selly Park, Birmingham B29 7DA  
☎ 0121 472 1191 🌐 [www.birminghamhospice.org.uk](http://www.birminghamhospice.org.uk)

**JOHN TAYLOR HOSPICE**

76 Grange Road, Erdington, Birmingham B24 0DF  
☎ 0121 465 2000 🌐 [www.johntaylorhospice.org.uk](http://www.johntaylorhospice.org.uk)

## EMPLOYEE BENEFITS

### Hours of work

The full time hours of work are 37.5 per week (40 for doctors), but many employees of the Hospice work a range of flexible working patterns according to the needs of the role and department.

### Happy to talk about Flexible Working

We recognise that by promoting flexible working practices, we can retain valued employees and create a culture that promotes diversity and a healthy work/life blend. Therefore, after a qualifying period we are **'Happy to talk about Flexible Working'**.

### Salary

Payment is directly into your bank account on the 25<sup>th</sup> of every month. Any changes to salary or additional hours worked are to be agreed with your Line Manager and given to Finance by the 6<sup>th</sup> of every month. Any amendments to salary once the 6<sup>th</sup> has passed, will be made in the following months salary. December's payment is usually made earlier. Please be advised that the Hospice has its own pay bands which are different to NHS pay bands.

### Annual Leave

27 days per annum on appointment, rising to 29 days after 5 years' service and 33 days after 10 years' service, pro rata for those working part time hours. Previous service with the NHS is taken into account when calculating annual leave entitlements if you move to the Hospice direct from the NHS. Bank Holidays are in addition, pro rata for part time staff.

### Probationary Period

Each new appointment is subject to completion of a six month (12 months for Executive appointments) probationary period.

### Pension Schemes

Automatic enrolment. Due to changes in pension legislation, with effect from 1 July 2014 (providing you are eligible), you will be automatically enrolled into the HCP Pension Scheme. Whilst enrolment is automatic, should you not wish to be a member of the pension, you may subsequently opt out.

The employee contribution is 2.07% and the employer contribution is 5.93%. Staff will receive some tax relief on the contributions.

Members who cannot apply for the NHS Pension scheme but wish to enrol on our company pension scheme (Royal London), the first deduction is made 3 months after your start date. Employees are sent a welcome pack direct from the pension provider.



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NHS - Provided you meet the qualification criteria set out by NHS Pensions, people in a clinical role who currently contribute to the NHS Pension Scheme will be eligible to apply to continue these contributions.

Please note The Hospice Charity Partnership is a Direction Employer of NHS Pension and consequently there may be some differences in benefits. Further information is available in the "Scheme Guide" published by NHS Pensions Agency, which is available on [www.nhsbsa.nhs.uk/pensions](http://www.nhsbsa.nhs.uk/pensions). The NHS pension scheme is a qualifying scheme for auto enrolment purposes.

#### **Pay during sickness**

Payment for periods of absence due to authorised sickness will be made in accordance with the current Statutory Sick Pay Scheme. In addition, the Charity operates a Charity Sick Pay scheme as follows: Following successful completion of your probationary period, you will be entitled to receive the following amounts of occupational sick pay (OSP) in any rolling 12 month period.

Entitlement to OSP increases with service as follows:

- During probationary period – 1 weeks' full pay and 1 weeks' half pay
- During the first year of service – one months' full pay and two months of half pay
- During the second year of service - two months full pay and two months half pay
- During the third year of service – four months full pay and four months half pay
- During the fourth and fifth year of service – five months full pay and five months half pay
- After completing five years of continuous reckonable service – six months full pay and six months half pay.

#### **Special Leave**

The Hospice recognises that at certain times in all employee's lives, time off from work is necessary due to a variety of reasons. We therefore have a generous Special Leave offering which goes beyond statutory requirements. This includes enhanced compassionate leave and enhanced parental and bereavement leave.

#### **Learning and development**

The Hospice is committed to the continued training and development of its staff and you will be supported in undertaking this when it is essential to your role or personal development, identified through the appraisal process in line with our Learning and Development Policy. All staff will have an annual appraisal with their Line Manager. If you are a Manager at the Hospice, you will receive management development through a variety of means which includes access to operational coaching.

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**The Link – Workforce Forum**

We have a forum called The Link which is our employee and volunteer information and consultation group. Each department in the Hospice has a representative and the group's remit includes social, health and wellbeing, policy consultation, communication and strategy and planning.

**Wellbeing**

Promoting the wellbeing of our employees is high priority at the Hospice. With wellbeing days, Mental Health First Aiders and the support schemes below, we strive to ensure a supportive and caring environment is in place for all.

**Birmingham Hospital Saturday Fund (BHSF)**

The Hospice is a member of this healthcare scheme, which provides financial support for a range of healthcare costs such as dental, optical, hospital stays and others. You make a monthly payment through the payroll and may claim benefits according to certain criteria – just ask, if you are interested.

**Employee Assistance Programme (EAP) RISE**

RISE is a confidential **employee helpline**, which will give you access to a range of professional support services including counselling and therapy, legal and debt advice and GP appointments, when you need it most, 24/7, 365 days a year.

**Health Service Discounts**

Health Service Discounts (previously NHS discounts) are now available to Hospice Staff as well as their families and friends. From holidays to car insurance, mobile phones to fashion, Health Service Discounts offer exclusive deals from top names like Superbreaks, Very, Virgin and Apple. And it's absolutely FREE to join!

**Blue Light Card**

Purchase a Blue Light Card for £4.99 for a 2-year membership and gain access to many online and high street offers.

**Refreshments**

A small selection of freshly prepared sandwiches are available to order for purchase.

**Car parking**

Car parking is free at the Hospice, but we ask you to use the rear car park whenever possible to leave the front free for patients and their visitors.

**People Department  
November 2021**