

<b>Summary of Onward Terms &amp; Conditions</b> <b>April 2019</b>	
<b>Hours of work</b>	<p>35 hours per week (Full Time)</p> <p>Please read our Flexible Working policy which details our principal hours and approach to ways of working. Directors are, however, required to work outside these hours as necessary for the execution of their responsibilities.</p>
<b>Social Housing Pension Scheme (SHPS)</b>	<p>Auto-enrolled (subject to assessment for eligibility) to join the Defined Contribution scheme with contributions ranging from 5% up to 10% matched by the employer. Further details are available here <a href="http://www.shpsdc.org.uk/">http://www.shpsdc.org.uk/</a></p>
<b>Annual Leave</b>	<p>31 days Annual Leave plus 8 Bank Holidays</p> <ul style="list-style-type: none"> <li>- 28 days to be taken throughout the year</li> <li>- 3 days generally taken over the festive period</li> </ul> <p>Opportunity to buy and sell up to 5 days per annum, subject to Manager's discretion and approval, must be agreed at beginning of the leave year</p> <p>Additional holiday service awards: 1 day annual leave for every 5 years up to max of 4 days.</p> <p>Request to carry over 5 days with managers approval with exceptional cases being 10 days</p>
<b>Healthcare Cash Plan</b>	<p>Membership to SimplyHealth Cash plan scheme – Level 3.</p>
<b>Maternity / Adoption &amp; Shared Parental Leave</b>	<p>Less than 26 wks service = no entitlement.</p> <p>More than 26 weeks service = 6 weeks 90% of salary plus 33 weeks statutory maternity pay (SMP)</p> <p>More than 52 weeks service = 6 weeks 90% of salary then 20 weeks @ 50% salary then 13 weeks SMP and 13 weeks unpaid</p> <p>More than 104 weeks service = 26 weeks @ 100% salary then 13 weeks SMP and 13 weeks unpaid</p>
<b>Paternity</b>	<p>10 days full pay (subject to qualifying conditions).</p>
<b>Occupational Sick Pay</b>	<p>Less than 6 months service = 2 weeks full pay.</p>

	<p>Between 6 and 18 months service = 4 weeks full pay and 4 weeks half pay.</p> <p>From 18 months anniversary and up to 3rd year = 8 weeks full pay and 8 weeks half pay.</p> <p>From 3rd year anniversary and up to 5th year = 16 weeks full pay and 16 weeks half pay.</p> <p>From 5th year anniversary plus = 26 weeks full pay and 26 weeks half pay.</p>
<b>Benefits</b>	<p>Access to our Benefits portal which will show all your benefits and salary sacrifice options, such as cycle to work scheme as well as purchase retail discounts, etc. and see the savings they have made as a result.</p>
<p>Full details of our terms and conditions will be provided on request and should be read in conjunction with our specific HR policies to advise on any qualifying criteria if required.</p> <p>Due to Covid-19, we have adapted our working arrangements under government guidelines and Safe Systems of Work. Discussions around the current working arrangements and Safe Systems of Work specific to the role will take place during the search process.</p>	