

# rightbalance

Above all, it's about people

## Our enhanced maternity and adoption leave

We offer an industry leading enhancement to statutory maternity and adoption pay, entitling eligible employees to 13 weeks full pay and extended payments equivalent to the rate of Statutory Maternity Pay (SMP) for the remaining 39 weeks of leave (week 40 to week 52 of maternity leave).

## Our enhanced paternity leave

Statutory paternity leave is 2 weeks at the rate of statutory paternity pay. We pay the first week of paternity leave at full pay.

## Formal requests to work flexibly

In addition to the statutory right to request to work flexibly for employees with children, we encourage all employees to make such a request irrespective of whether or not they have children.

## Informal flexible working

We encourage all employees to get the balance between their home and work lives that is right for them. We recognise that our employees go the extra mile for the Company and in return there must be give and take. There are many informal ways of achieving this that our employees can discuss and agree at a local level with their line managers; this may include staggering start and finish times, occasional home working, shorter lunch-break, early finish etc.

## Child Care vouchers

Through YourChoice, our flexible benefits scheme, employees can purchase electronic child care vouchers through salary sacrifice, free from tax and NI deductions.

## Sabbaticals / career breaks

Employees with a year's continuous service may apply for a period of extended leave of up to 1 year. This scheme has proved very popular.

## Flexible annual leave entitlement

In addition to 26 days annual leave entitlement employees may carry over 5 days from one holiday year and in addition may buy up to a further 5 days annual leave.

## Support for Carers

We recognise that a significant number of our employees have or will have responsibilities for caring for a family member. All employees with a minimum of 1 year's service can apply for a financial award which can be used to help their situation for example to pay for respite care or specialist equipment.

## Leave for public duties

We encourage involvement in the community and will allow a reasonable amount of leave in addition to annual leave for employees who, for example, are magistrates, school governors or those who hold other such public duties.

## Members of the Territorial Army

Members of the TA are entitled to one week's additional paid leave for the purposes of attending annual TA exercises.

## Volunteering

In addition to our annual community day employees get an extra day to participate in fundraising, volunteering or community involvement activities.