



# HCT Benefits



## Annual Leave

Staff will receive the entitlement to annual leave as set out below. These entitlements are calculated on a pro rata basis for part time staff.

- 27 days on appointment
- 29 days after 5 years of service
- 33 days after 10 years of service

Entitlement to annual leave is calculated according to completed NHS service which may not necessarily be continuous. The annual leave year runs from 1 April to 31 March and is calculated at the rate of 1/12th of a full year's entitlement.



## Car Lease Scheme

All staff can access the Car Lease Scheme (with a few restrictions). Working with our partners, NHS Fleet Solutions, there is a choice of new cars available, all of which include insurance, road tax, breakdown assistance, servicing and maintenance.



The Scheme is designed to provide you with competitively priced and trouble-free motoring with the benefit of no deposit for your new car, full maintenance and insurance cover and fixed costs through a monthly salary sacrifice scheme, offering substantial savings for the duration of the lease. The car will also be insured for yourself and up to four named drivers (assuming they are legally entitled to drive).

## Cycle to Work Scheme

As part of the Trust's commitment to encouraging staff to stay healthy, we work in partnership with Cyclescheme Ltd, the UK's No.1 Cycle to Work provider. The Scheme enables you to obtain a bike and equipment through a 12 month rental scheme, allowing you to spread the cost with payments being taken out of your salary before tax and National Insurance deductions, creating a tax saving. Numerous cycle shops throughout the county support this scheme, and it's an excellent way to save money while keeping healthy by cycling to work.





## Health and Wellbeing

The Trust is committed to promoting staff health and wellbeing and recognises that when we feel well, we work well. HCT has numerous arrangements to aid staff in their health and wellbeing, such as our Employee Assistance Programme, a staff physiotherapy referral service, a free flu jab for frontline staff during the autumn, and a monthly Staff Health & Wellbeing newsletter. The Trust also has a committed Health and Wellbeing Network made up of a variety of staff who are interested in promoting being healthy to others in the Trust.

Members of the Network receive regular information about health and wellbeing events going on each month and an invitation to bi-monthly Health & Wellbeing Network Meetings to help us think of ways to improve staff wellbeing, as well as receiving a printable version of our monthly Staff Health & Wellbeing Newsletter.

## Employee Assistance Programme

All Herts Community NHS Trust employees have access to an Employee Assistance Programme (EAP) via website or phone. "Confidential Care" is a free and independent confidential advice service, available 24 hours a day, that offers counselling, practical advice or emotional support with both work and personal issues. The EAP online portal provides information and advice on a very wide range of issues that may be concerning you, including:

- *Legal advice: wills, tax, probate etc.*
- *Financial advice: debt advice and solutions*
- *Health & wellbeing advice: stress management, nutrition, depression, fitness etc.*
- *Family issues: divorce, bringing up teenagers, internet safety for children etc.*
- *Work issues: redundancy, disciplinary issues etc.*



## Eye Care Vouchers

If a member of staff regularly uses display screen equipment at work, they are entitled to have an eye test paid for by the Trust every 2 years. In addition to a free full eye examination, you will be given a contribution towards a pair of glasses if you need them specifically for VDU use.



## Sick Pay

As part of nationally agreed terms and conditions, we offer generous sick pay entitlements in excess of statutory sick pay.



## Physiotherapy Referrals for Staff

All employees of HCT will have free access to advice and face-to-face intervention via the award winning Physiotherapy Advice Line service. This service is provided via the Trust and our Physiotherapy partner, PhysioMed, who are greatly experienced in the delivery of Occupational Physiotherapy.

The Physiotherapy Advice Line service allows HCT employees to get quick, expert intervention for recent muscle and joint problems, directly from a Senior Chartered Physiotherapist. The advice line is designed to reduce the aggravation and severity of injuries and assist in their quick resolution.

If you have a joint, muscle or spinal problem that is impacting your ability to work, and you are currently not already receiving treatment or have an appointment for a physiotherapist/osteopath/consultant, your line manager can send out a referral form and you'll be contact by PhysioMed who will refer you to the best possible route for your situation. This service has been widely appreciated by staff and has been helping to reduce sickness absence, making it a very valuable service we offer.



## Flexible Working

To help you achieve an acceptable balance between your commitments inside and outside of the work place, you can request working flexibly to improve your work-life balance.

## Pension

As an NHS employer, we offer an occupational pension scheme to all eligible employees. If you pay in to the NHS Pension Scheme your Annual Benefit Statement, which forms part of your Total Rewards Statement, will provide you with an overview of your pension benefits.



## Staff Benefits and Discounts

As an employee of the NHS, you have access to a whole range of Discounts which have been nationally negotiated to provide you with additional benefits. For example, the Health Service Discounts website offers you numerous ways of saving money on shopping, holidays and financial services.

