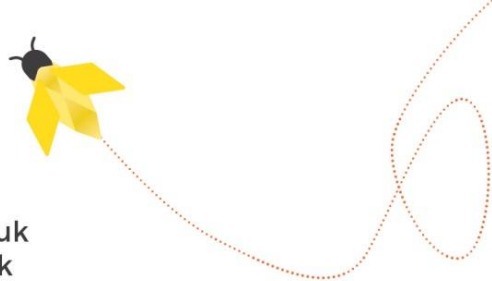


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www.honeycombgroup.org.uk



HONEYCOMB GROUP BENEFITS

Benefits	HG	
Weekly Hours	35	
Overtime	STAFF: Full time hours to be worked, then: Mon-Fri: 1x hourly pay Sat: 1.5x hourly pay Sun: 2x hourly pay	MANAGERS: No overtime
Bank Holiday Pay	STAFF: 2x hourly pay if not within normal contractual hours and with prior agreement	MANAGERS: No enhanced pay
Annual Leave	Staff – 23 days standard Manager – 28 days standard Once you have completed 2 years continuous service, your entitlement increases by an additional 14 hours. (pro rata for part time staff). Then for each completed years' service after, up to a maximum of 5 years, you are entitled to an additional 7 hours service leave per year (pro rata for part time staff). Your additional leave will be added to your entitlement in the following holiday year.	
Extra Day (My Day)	1 additional day each year to do something for yourself	
Buy additional annual leave – salary sacrifice	Staff can purchase up to 5 additional days of annual leave. Purchase available in September each year (subject to criteria)	
Compassionate Leave	Up to 5 days, with managers discretion	
Maternity Pay	After 2 years' service before EWC: 6 weeks at full pay 50% for further 33 weeks	
Paternity Pay	After 2 years' service before EWC, paternity pay enhanced to 1 week full pay, and 1 week at half pay	
Company Sick Pay	<u>Length of Service</u> 0-6 months: 6 months and 1 day - 12 months: In year 2: In year 3 and after:	<u>Occupational Sick Pay</u> No company sick pay 2 weeks full & 2 weeks ½ pay 6 weeks full & 6 weeks ½ pay 12 weeks full & 12 weeks ½ pay
Pension	Salary Sacrifice Scheme 3% employee / 6% employer	

The Honeycomb family:



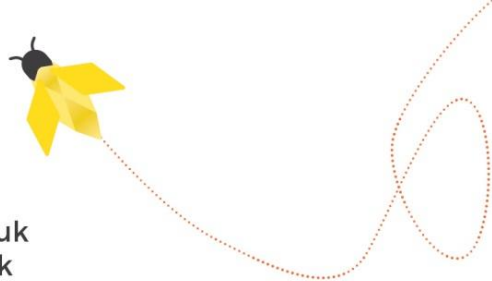
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Member of the National Housing Federation. RSH - Reg. No. LH2162. Authorised and Regulated by the Financial Conduct Authority - FRN1000707

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Cycle to Work Scheme	Salary sacrifice scheme
Eye Tests	Claim back £20 for eye test £55.00 contribution for VDU use glasses through expenses
Flu Vaccination	Annual offer for flu vaccine and claim back through expenses
Health Cash Plan	N/A
Employee Assistance Programme	Access through PHI scheme
Life Assurance (not attached to pension)	4x Death in service
Permanent Health Insurance	Up to 75% of salary paid after 6 months absence from work, subject to external provider assessment
Redundancy	Statutory
Pay Award Increases	Annual Cost of Living Award in April each year
Annual Subscription to Professional Membership	Annual subscription fees met for 1 professional membership body

The Honeycomb family:



glow

