



Home Support Workers' Benefits Summary (recruitment information)

This document summarises benefits available to employees of Age UK Bedfordshire. It is provided to help applicants and staff understand what we offer. Unless expressly stated in an individual contract of employment, the items in this summary are non-contractual and contractual but may be varied from time to time. Non-Contractual are benefits we feel help all employees' health and wellbeing.

Key points

- This summary is non-contractual unless your contract says otherwise or otherwise indicated below.
- Eligibility varies by role (employee/volunteer), hours and length of service.
- Some benefits are provided through policies (e.g., expenses) which may change from time to time.

Summary of benefits

Benefit	Summary
Pension (auto-enrolment) Contractual	Access to The Pensions Trust (TPT) auto-enrolment pension scheme in line with statutory requirements. Contribution rates are set out in your contract and/or the scheme rules.
Annual leave Contractual	Annual leave entitlement is set out in your contract and calculated pro rata for part-time staff. Bank/public holidays are included as stated in your contract/policy.
Sick pay Contractual	Statutory Sick Pay (SSP) is paid in line with Government rules. Contractual sick pay (if applicable) is set out in your contract and the Sickness Absence Policy.
Uniform and PPE Contractual	Where required for the role, uniform and any necessary personal protective equipment (PPE) are provided at no cost and replaced as necessary.

Flu vaccination contribution (where offered) Non-Contractual	Where an employee is not eligible for a free NHS flu vaccination, we may reimburse up to £15 on production of a receipt, subject to the relevant policy.
DBS checks (where required) Contractual	Where a DBS check is required for a role, the Charity normally covers the cost. If an employee leaves within the first six months, the Charity may recover the DBS fee where lawful and where there is written agreement to do so.
Mileage and travel time (where applicable) Contractual	Business mileage and (where applicable) travel time between clients are paid in line with the Expenses/Travel policy and applicable rates.
Bereavement support payment (discretionary) Non-Contractual	A discretionary bereavement support payment is available in the event of an employee's death in service. See the separate "Discretionary Bereavement Support Payment" document for details.

Important note

Nothing in this summary is intended to create contractual rights unless expressly incorporated into an individual contract of employment. The Charity reserves the right to amend, replace or withdraw non-contractual benefits, subject to consultation where appropriate.

Where there is any conflict, the contract of employment plus the Charity's policies will take precedence.