

Your benefits – A quick guide

In addition to your salary there are a number of other benefits to working for the General Pharmaceutical Council (GPhC), which are explained in this guide, some of which include optional Salary Sacrifice benefits.

| Benefit | Am I eligible? | Additional information |
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| <p>Contributory Pension scheme</p> <p>1. Membership to the NHS career average re-valued earnings (CARE) Scheme</p> <p>2. Standard Life Pension Scheme.</p> | <p>After you have completed three months employment.</p> | <p>You will be auto enrolled into the Standard Life Pensions Scheme unless you opt out or join the NHS Pension Scheme.</p> |
| <p>Private Medical Insurance</p> <p>Currently provided by Simplyhealth this taxable benefit provides private medical insurance.</p> | <p>After you have completed three months employment.</p> | <p>Individual cover for each employee is paid by GPhC – Cover can be extended to partners/family for a monthly premium.</p> |
| <p>Group Life Assurance</p> <p>In the event of death, the policy will pay 2 x your reckonable pay.</p> | <p>After you have completed three months employment.</p> <p>This policy covers all members of staff and not just those who are members of the NHS Pension scheme who receive an additional 2 x your reckonable pay life cover through the NHS Pension Scheme.</p> | <p>The benefit is organised by the GPhC and will be automatically payable to your spouse or registered civil partner unless you tell us that this is something you do not want to happen please complete the Death in service benefit nomination form to ensure we have up to date information for your spouse. Alternatively, if you wish to nominate someone else to receive this benefit, please provide their details via the nomination form. If you do not nominate a person to receive the lump sum and you do not have a spouse or registered civil partner, the lump sum will be paid to your estate.</p> |

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| <p>Annual Leave</p> <p>30 days annual leave plus 8 bank/public holidays from 01 January 2015</p> | <p>As soon as you join you can request to take annual leave. If you join or leave part way through a year then this will be on a pro rata basis.</p> | <p>You should ensure that leave is approved before taking it.</p> |
| <p>Purchasing additional annual leave</p> <p>Opportunity to buy up to five additional days annual leave.</p> | <p>All staff from day one.</p> | <p>Divide your salary by 52.14 then divide by number of days worked per week to find out how much one day's leave will cost you. For part time employees payment will be made on an hourly rate. Calculations will be made on your current salary at the time you apply to buy annual leave. Depending on how many days you buy this will be deducted over the same amount of consecutive months. For further information and to apply, please refer to the 'Buying Annual Leave form.</p> |
| <p>Season Ticket</p> <p>An interest free loan to purchase either a 3/6/9 or 12 month season ticket loan for your train line.</p> | <p>After you have completed six months of employment.</p> | <p>Deductions are made over a 9/10/11 or 12 month period.</p> |
| <p>Bike loan</p> <p>An interest free loan to purchase a bike.</p> | <p>After you have completed six months of employment.</p> | <p>Deductions are taken from net salary.</p> |
| <p>Childcare vouchers</p> <p>Exchange part of your salary for childcare vouchers and save on TAX and NI contributions.</p> | <p>All staff from day one with a child under 16.</p> | <p>Deductions are taken from gross salary. You will also need to complete an employee declaration form to authorise payroll to make deductions. Your childcare must be registered to claim this benefit.</p> |

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| <p>Flexible working</p> <p>This can include reduced hours and home working.</p> | <p>All staff can apply for flexible working.</p> | <p>You will need to complete 26 weeks service in order to be eligible to request flexible working. Cases will be looked at on an individual basis taking into account the needs of both the employee and the GPhC.</p> |
| <p>Eye tests</p> <p>Eye tests every two years (these usually cost between £20 and £25).</p> | <p>All staff who regularly use a PC as part of their every day work.</p> | <p>If you wear glasses for VDU use only then the GPhC will pay £50 towards the cost. You must provide a prescription as evidence of this.</p> <p>The maximum amount you can claim for an eye test is £25.</p> |
| <p>Employee Assistance Programme</p> <p>24/7 access to an advice and support service via phone and/or internet.</p> | <p>All staff from day one.</p> | |
| <p>Flu jabs</p> <p>Offered to staff annually.</p> | <p>All staff from day one.</p> | |
| <p>Maternity leave and pay</p> <p>52 weeks leave and 39 weeks statutory maternity pay (SMP).</p> | <p>You will qualify for 52 weeks of leave irrespective of length of service.</p> <p>To qualify for SMP you must:</p> <p>have worked for your employer continuously for at least 26 weeks up to the 15th week before the expected week of childbirth - known as the 'qualifying week' and earn on average at least £111 a week (gross) in an 8 week 'relevant period'.</p> | <p>For employees who do not qualify for SMP, you may qualify for maternity allowance. For further information please visit www.gov.uk where you will find further information under the 'Working, jobs and pensions' section.</p> <p>Usually the earliest you can start your leave is 11 weeks before your baby is due.</p> |
| <p>Enhanced maternity pay</p> <p>The GPhC enhances maternity pay for those with at least one year of continuous service.</p> | <p>To qualify if you have more than one but less than two years' continuous service, first 10 weeks of SMP enhanced to normal pay and 29 weeks at SMP.</p> <p>Two or more year's continuous service, first 18 weeks at normal pay and 21 weeks at SMP.</p> | |

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| <p>Paternity leave and pay</p> <p>2 weeks Ordinary Paternity Leave (OPL) and 2 weeks statutory paternity pay (SPP)</p> <p>Up to 26 weeks' paid Additional Paternity Leave – (but only if the mother returns to work).</p> | <p>You will qualify for two weeks leave irrespective of length of service.</p> <p>To qualify for SPP you must:</p> <p>have worked for your employer continuously for at least 26 weeks up to the 15th week before the expected week of childbirth - known as the 'qualifying week' and earn on average at least £111 a week (gross) in an 8 week 'relevant period'.</p> | |
| <p>Enhanced Paternity pay</p> <p>Two weeks SPP enhanced to two weeks at normal pay</p> <p>If the employee does not qualify for OPL and SPP, two days paid leave at manager's discretion to be taken within 10 days of the birth.</p> | <p>As above.</p> | |
| <p>Adoption leave and pay</p> <p>52 weeks Statutory Adoption Leave (SAL) and 39 weeks statutory Adoption Pay (SAP).</p> | <p>You will qualify for 52 weeks of leave irrespective of length of service.</p> <p>To qualify for SAP you must:</p> <p>have worked for your employer continuously for at least 26 weeks at the week in which notification of matching is given by the adoption agency and earn on average at least £111 a week (gross) in an 8 week 'relevant period'</p> | |

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| <p>Enhanced Adoption pay</p> <p>The GPhC enhances adoption pay for those with at least one year of continuous service</p> | <p>To qualify if you have more than one but less than two years' continuous service, first 10 weeks of SAP enhanced to normal pay</p> <p>Two or more year's continuous service, first 18 weeks at normal pay and 21 weeks at SAP.</p> | |
| <p>Shared Parental Leave (SPL)</p> <p>Shared Parental Leave is paid at the same basic rate as Statutory Maternity Pay (SMP).</p> | <p>Shared Parental Leave is a type of leave that is available to parents with babies due on or after 5 April 2015. Shared Parental Leave enables mothers to commit to ending their maternity leave and pay at a future date, and to share the untaken balance of leave and pay as Shared Parental Leave and pay with their partner, or to return to work early from maternity leave and opt in to Shared Parental Leave and pay at a later date.</p> <p>Parents are eligible if they have worked for their employer continuously for at least 26 weeks up to the 15th week before the expected week of childbirth.</p> | <p>Eligible parents will be able to share a maximum of 50 weeks leave and 39 weeks statutory pay, for the purpose of caring for a child within the first year of the child's life or in the year the child is placed for adoption.</p> <p>Partners do not have to work for the GPhC but must satisfy minimum employment and earning criteria, comply with the relevant maternity leave curtailment requirements (or has returned to work before the end of statutory maternity leave), and Shared Parental Leave notice and evidence requirements.</p> |
| <p>Parental leave</p> <p>Parental leave is unpaid. You're entitled to 18 weeks' leave for each child and adopted child, up to their 18th birthday.</p> | <p>Employees qualify if all of these apply:</p> <ul style="list-style-type: none"> they've been in the company for more than a year and are named on the child's birth or adoption certificate and they have or expect to have parental responsibility | <p>The limit on how much parental leave each parent can take in a year is 4 weeks for each child (unless the employer agrees otherwise).</p> <p>You must take parental leave as whole weeks (eg 1 week or 2 weeks) rather than individual days, unless your employer agrees otherwise or if your child is disabled. You don't have to take all the leave at once.</p> |

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| <p>Career breaks/Sabbaticals</p> <p>Up to three months unpaid leave once during each seven years employment.</p> | <p>You must have at least two years service to qualify.</p> | <p>Cases will be looked at on an individual basis taking into account the needs of both the employee and the GPhC.</p> <p>Examples of when you may want to take a career break include to travel, volunteer, or fulfil religious or belief observance.</p> <p>You should be aware that unpaid leave may impact on other benefits such as your pension.</p> |
| <p>Sick pay</p> <p>Paid time off if you are unwell and unable to attend work</p> | <p>To qualify you must follow the absence procedure and where necessary provide a fit note as evidence that you were not able to attend work.</p> <p>The amount of pay you receive is dependent on your length of service.</p> | <p>For periods of more than seven days (inc weekends) you must provide a sick note.</p> |
| <p>Subsidised restaurant</p> <p>Access to the staff restaurant on the 36th floor at a 50% discounted rate.</p> | <p>All staff from day one.</p> | <p>Please note some items such as drinks and unhealthy snacks are excluded from the discounted rate.</p> <p>The restaurant regularly offers Halal meals, staff should contact the restaurant for further information.</p> |
| <p>Provision of refreshments</p> <p>Tea, coffee and long life milk are provided in the kitchenette area.</p> | <p>All staff.</p> | |
| <p>Subsidised Gym Membership</p> <p>Staff can join the Nuffield Health Gym situated on the ground floor of the Citi Building. The GPhC pay £30 a month towards the gym membership.</p> | <p>All staff from day one.</p> | <p>From 1st April anyone wishing to join the gym will be required to pay a £15 Joining fee.</p> <p>Monthly membership is £18 a month paid by the employee.</p> |