

Summary of Onward Terms & Conditions	
Hours of work	<p>35 hours per week (Full Time)</p> <p>Service Hours to be agreed locally and ways of working should be in line with our Flexible Working policy</p>
Annual Leave	<p>31 days Annual Leave plus 8 Bank Holidays</p> <ul style="list-style-type: none"> - 28 days to be taken throughout the year - 3 days generally taken over the festive period <p>Opportunity to buy and sell up to 5 days per annum, subject to Manager's discretion and approval, must be agreed at beginning of the leave year</p> <p>Additional holiday service awards: 1-day annual leave for every 5 years up to max of 4 days.</p> <p>Request to carry over 5 days with managers approval with exceptional cases being 10 days</p>
Pension	<p>Defined Contribution Pension</p> <p>Employee contributions from 5% matched by employer up to 10%</p>
Healthcare Cash Plan	<p>Membership to Simply Health Cash plan scheme – Level 3.</p>
Maternity / Adoption & Shared Parental Leave	<p>Less than 26 wks service = no entitlement.</p> <p>More than 26 weeks service = 6 weeks 90% of salary plus 33 weeks statutory maternity pay (SMP)</p> <p>More than 52 weeks service = 6 weeks 90% of salary then 20 weeks @ 50% salary then 13 weeks SMP and 13 weeks unpaid</p> <p>More than 104 weeks service = 26 weeks @ 100% salary then 13 weeks SMP and 13 weeks unpaid</p>
Paternity	<p>10 days full pay (subject to qualifying conditions).</p>

Occupational Sick Pay	<p>Less than 6 months service = 2 weeks full pay.</p> <p>Between 6- and 18-months service = 4 weeks full pay and 4 weeks half pay.</p> <p>From 18 months anniversary and up to 3rd year = 8 weeks full pay and 8 weekshalf pay.</p> <p>From 3rd year anniversary and up to 5th year = 16 weeks full pay and 16 weekshalf pay.</p>
------------------------------	---

	From 5th year anniversary plus = 26 weeks full pay and 26 months half pay.
Childcare Allowances	£50 per month per child of pre-school age (with relevant restrictions in place).
First Aid Allowance	Payment where it is not seen as part of the requirement for the job and then volunteer receives £100 per annum paid over 12 months
Dependants Leave	Up to 5 single days per year
Compassionate Leave	Up to 5 days compassionate leave per year plus additional 5 days for death of Partner and/or child
Redundancy	<p>Double statutory calculation with no limit on weekly salary</p> <p>Capped at 1 years' salary</p> <p>Payment includes any statutory entitlement.</p>
Benefits	Access to our Benefits portal which will show all your benefits and salary sacrifice options, such as cycle to work scheme as well as purchase retail discounts, etc. and see the savings they have made as a result.

*Please note reference should be made to the specific HR policies for further information and any qualifying criteria if required. These can be found on our intranet, Our Space and should you require any hard copy policies, please email humanresourcesteam@onward.co.uk