

# 15 Employee Benefits

## EMPLOYEE CONTRACT

<b>1</b>	Employer Contributory Pension	1, 2 or 3% contribution YOU, 3% contribution EMPLOYER
<b>2</b>	Enhanced Holiday Entitlement	25 days holiday + 8 Bank Holidays + discretionary Christmas Closure Days
<b>3</b>	Long Service Awards	Additional holiday entitlement: 2 extra days after 3 years, 3 extra days after 5 years, 4 extra days after 10 years, 5 extra days as 15 years, 6 extra days after 20 years' service
<b>4</b>	Death In Service	4 x Salary

## HEALTHCARE

<b>5</b>	Enhanced Eye Care	Firm contributes up to £100 for the cost of eye examination and prescription glasses for VDU use
<b>6</b>	Employee Assistance Programme	24-hour free confidential counselling phone line for staff and family
<b>7</b>	Enhanced Sick Pay	Subject to qualifying period, enhanced sick pay is available up to 6 weeks full pay, 6 weeks half pay and then SSP, on a rolling 12 month basis

## LIFESTYLE

<b>8</b>	Flexible Hours	On a discretionary basis staff may "flex" their start and finish times across the week providing they work our core hours and their contracted hours for the week
<b>9</b>	Travel Expenses	Travel undertaken outside of normal working pattern will be reimbursed, with mileage repaid at £0.45 per mile
<b>10</b>	Refreshments	Unlimited Tea/Coffee/Milk provided at each office for staff

## PROFESSIONAL DEVELOPMENT

<b>11</b>	Funding Professional Subscriptions	CILEX membership, etc. funded by the firm
<b>12</b>	Funding of Training	Training courses agreed by Line Manager for CPD or other purposes paid for by the firm, together with travel costs
<b>13</b>	Practising Certificates	Renewed on bulk basis by the firm and funded by the firm

## LEGAL SERVICES

<b>14</b>	Discounted Legal Services	Discounted legal work undertaken by the firm on your behalf (qualifying period applies)
<b>15</b>	Complimentary Standard Will	Wills and Probate Team will provide a complimentary standard Will (qualifying period applies)