



# The A-Z of Staff Benefits



## Adoption Leave and Pay

If you are adopting a child you may be entitled to Adoption Leave and Pay. If you would like to discuss the College's Adoption Leave Scheme, please contact a member of the Human Resources Team.

## Annual Leave

The leave year is from 1st September – 31st August and entitlements are generous:

- Teaching Staff/Managers** 37 days\* plus bank holidays
- Business Support Staff** 25 days\* plus bank holidays

In addition, all business support staff will receive an increase in their annual leave to 30 days after 5 continuous years of service and 32 days after 10 continuous years of service.

(\*pro rata for part time staff)

For further information please visit the HR section on My Brock.

## Annual Leave Purchase Scheme

The College recognises that some employees may wish to take more than their contractual entitlement in order to manage personal commitments. This scheme enables eligible employees to request to purchase additional leave subject to certain conditions, with the cost of any approved leave being deducted from your salary on a monthly basis during the leave year. If you would like further information on the scheme please visit the HR section on My Brock or contact Zoe Beaney, HR Advisor on ext 558.

## Car Parking

Free car parking is available on site to all staff displaying a valid parking permit.

Car parking places for visitors can be reserved via email to [reception@brock.ac.uk](mailto:reception@brock.ac.uk)

To avoid a parking fine do not park without a valid permit or in the Disabled Parking bays if you do not have an entitlement to do so.

## Childcare Vouchers

Staff may sacrifice part of their salary in exchange for childcare vouchers that will be non taxable and also exempt from national insurance contributions. The College works with an organisation known as Accor to make this benefit available to staff. The maximum salary sacrifice allowable for tax and national insurance relief is currently £243\* per month. Couples working at the College are both eligible to take advantage of the maximum benefit as is a partner working for another employer running a similar scheme.

Accor childcare vouchers are accepted as payment by the College nursery as well as by all registered child carers and other child care providers.

Accor childcare voucher scheme now includes access to a range of special offers and discounts such as Shopping Vouchers, Special Offers, Days Out & Holidays, Childcare.

If you have any queries or questions about any aspect of the scheme please contact a member of the Human Resources or Payroll Team.

## Childcare



The College offers high-quality childcare, enabling staff and learners with young

children to work and study, in the knowledge that their children are receiving high-quality care and education in a safe, secure and caring environment.

Highwood Nursery caters for babies and children from 3 months to 5 years. Our team of qualified staff is dedicated to meeting the all-round developmental and learning needs of individual children, so that they are able to reach their full potential.

The Nursery is open to learners and the general public, and staff benefit from a discounted rate.

To make an appointment to view the Nursery and discuss your childcare requirements, please email Highwood Nursery [highwoodnursery@brock.ac.uk](mailto:highwoodnursery@brock.ac.uk) or call and speak to Vicky Bidwell, Nursery Manager on 01590 622342.

## College Closure Period

In addition to annual leave and bank holidays, up to 5 working days leave (pro rata for part time staff) may be granted in any leave year if the College's activities are suspended in the interests of efficiency. (This is normally taken at the Christmas break).

## Compassionate Leave

In the event of the death or serious illness of a close relative, up to 10 days paid leave may be granted in any one leave year. All requests must be made to your line manager. For further information please see the Leave Policy in the HR section on My Brock.

## Counselling

All of us experience problems at some points in our lives for a whole range of reasons. They can make us feel very low and can affect our ability to concentrate. The contribution of every member of staff is crucial and so we are committed to providing as much support as possible. Individual members of staff, who are experiencing particular difficulties, whether or not work-related, can seek confidential counselling support at any time via the Employee Assistance Programme by



contacting Health Assured on 0800 030 5182.

The service is provided externally to the College, is completely confidential, and is free to all members of staff at the College.

### Dependency Leave

Staff are eligible to reasonable unpaid time-off in emergency situations relating to time-off in emergency situations relating to dependants of any age.

Emergencies are:

- A dependant who is suddenly ill and needs your immediate help
- A dependant who is involved in an accident or assaulted
- A dependant who needs you to arrange their longer term care
- A dependant who needs you to deal with an unexpected disruption or breakdown in care, such as a childminders or nurse failing to attend.

If you need time off to deal with a family emergency please contact your line manager immediately.

### Drinks

Hot water and kitchen facilities are provided in staff rooms for the making of drinks. Water chillers are also available for the provision of cold drinks. Various beverages can be purchased from the staff café or from the Hard Brock Café.

### Eye Tests for VDU



All regular Display Screen users are entitled to a free eye test and if spectacles are required specifically for using a VDU, the College will pay for an eye test and contribute up to £55 towards the cost of lenses specifically

required for VDU use if recommended and certified by the optician. Details are available for the Human Resources Team.

### Fitness Centre



Students and staff become automatic members of the Gym which is a great way to get fit whilst on campus, between lessons or after College. A personal induction session is required before using any Gym equipment. Book your induction online by contacting one of the Sports Centre Staff.

### Flexible Working

There are a variety of different opportunities available to our staff for flexible working where it is considered operationally practicable. These may include part time working, job sharing, term time only, variable hours and condensed working weeks. For further information please contact the Human Resources Team. If you are interested in varying your current working pattern please consult your line manager in the first instance.

### Hard Brock Café

The Hard Brock Café is open:  
Monday to Friday 8.00am – 8.00pm



The Hard Brock Café offers a two storey social area where you can relax and meet up with friends. The Café provides a wide variety of hot and cold meals, quick

snacks, drinks and ice creams.

The ground floor is a very popular choice, with MTV and a variety of hot meals including healthy and vegetarian options. For example, toast for breakfast and for lunch a choice from hot filled sandwiches and jackets with a mixture of fillings, fast food such as hot dogs, baps, chips, burgers and pasta.

A new coffee bar offers Cappuccino, Latte, Hot Chocolate, Mocha and iced drinks such as Caramel Iced Latte. Soft drinks include water, juices and fizzy drinks. The top floor has a juke box to allow you to listen to music of your choice and offers cold meals such as sandwiches and wraps. Drinks and snacks vending machines are available at all times.

### Health Care Scheme

Being an employee of Brockenhurst College enables you to have access to discounts from Simply Health and Bupa. For further information please click on the following link  
[http://my.brock.ac.uk/Depts\\_and\\_Teams/A-N/HR/Pages/Healthcare.aspx](http://my.brock.ac.uk/Depts_and_Teams/A-N/HR/Pages/Healthcare.aspx)

### Jury Service

The College will support members of staff who are called for jury service. You will be able to claim pay, travel and subsistence expenses from the court. If you are required to attend as a juror please advise your line manager immediately and contact Human Resource for advice on the College procedure.

### Learning Resource Centre

#### Ground Floor

Mon – Thurs: 8.30am – 7.00pm

Fri: 8.30am – 4.30pm

#### First Floor

Mon, Tue, Thurs: 8.45am – 4.45pm

Wed, Fri: 8.45am – 4.30pm

#### Study Rooms

9.00am – 4.30pm (Term Time)

### Maternity Leave and Pay

Brockenhurst College offers a generous Occupational Maternity Scheme. If you are or become pregnant, you



should notify your manager and the Human Resources Team as soon as practicable so that a Maternity Risk Assessment can be undertaken by the Health and Safety Officer. You will be entitled to maternity leave and time off for ante-natal care and may be eligible to receive maternity pay.

If you would like further information on the College Maternity Policy please click on the link below.  
<http://my.brock.ac.uk/staff/policies/default.aspx>

### Medical and Dental Appointments

Medical appointments should, where possible, be scheduled outside of work time. However should this be unavoidable then paid time off can be allowed to attend necessary medical appointments.

### Occupational Health

The College contracts the services of an Occupational Health company. Referrals are made through the Human Resources Team and enable managers to obtain expert advice on health problems.

### Occupational Sick Leave and Pay

Entitlements under the Occupational Sick Pay Scheme are as follows:

**During the first 4 months' of service,** up to 1 months' full pay

**During the first year of service and after 4 months' service,** up to 1 months' full pay and 2 months' half pay

**During second year of service,** up to 2 months' full pay and 2 months' half pay

**During third year of service,** up to 4 months' full pay and 4 months' half pay

**After 3 years service,** up to 6 months' full pay and 6 months' half pay

### Parental Leave

Employees who have completed one year's service with their employer are

entitled to 13 weeks' unpaid parental leave for each child born or adopted. For further details please click on the link below.

<http://my.brock.ac.uk/staff/policies/default.aspx>

### Paternity Leave and Pay

The College offers an Occupational Paternity Scheme where you may be entitled to Ordinary Statutory Paternity Leave and Pay or Additional Statutory Paternity Leave and Pay.

For further information on the Colleges' Paternity Leave and Pay Policy please click on the link below.

<http://my.brock.ac.uk/staff/policies/default.aspx>

### Pensions

The College participates in two final salary occupational pension schemes: the Teachers' Pension Scheme and the Local Government Pension Scheme. Full details of both these schemes are available from the Payroll team, including details of retirement benefits, Additional Voluntary Contributions and arrangements for transferring in pension benefits from previous employment. Staff contributions vary depending on which pension scheme and the level of your salary. Typically these are between 5.5% and 8% depending on your salary. Both attract tax relief. The scheme is contracted out of the State Earnings Related Pension Scheme (SERPS) and contributors therefore pay reduced National Insurance Contributions. The College also contributes to the Fund at a rate calculated by the fund actuary to meet future liabilities, rates are currently about twice the employee rate.

On retirement, base upon usual qualification criteria, you will be eligible to receive a tax free lump sum in addition to your pension.

All pensions are subject to an annual increase in line with inflation. Staff who are not currently contributing to one of the two occupational pension schemes and who wish to do so should

contact the Payroll team for information on how to join.

### Professional Development



Brockenhurst College is committed to the ongoing professional development of its staff and to support this offers a wide range of training opportunities including workshops and courses.

Financial assistance may be given to staff undertaking a course of study. For further information please contact the Training and Development Advisor.

### Reprographics

Open daily 8.30am - 4.30pm, the department offers full colour and black and white digital copying/printing including wide format prints on canvas or satin gloss, design facilities, laminating and binding services.

### Staff Room

The staff room offers a large open space for staff to meet for coffee with their colleagues or have their lunch. The staff room has a number of computers available for use which provides a quiet location for work. There are vending machines available supplying cold drinks, hot drinks and snacks. There is also a food counter selling a variety of foods such as sandwiches and salads.

### Time off in Lieu

If your line manager asks you to work extra time over and above your normal working hours you will be entitled to claim Time off in Lieu. All TOIL must be agreed with your line manager before the extra time is worked and failure to do this may result in your not being able to claim TOIL.



### Travel Discounts

As part of our commitment to reducing carbon footprints, we have teamed up with South West trains to enable staff to purchase a season ticket for 6 or 12 months with a 10% discount. Also, for those staff that purchase a 12 month season ticket, it will also entitle them to receive further discounts on a variety of tickets throughout the year. For further information please contact Janine Buchner on ext. 551.

### Ultima Beauty Academy



Ultima Beauty Academy offers a wide range of beauty and complementary therapies at very reasonable prices. For further information please contact Ultima Beauty Academy Reception on 01590 625222. Ext 640.

### Well-being Classes

Tai Chi – Every Tuesday, 8.10am – 8.40am  
Yoga – Every Tuesday, 4.45pm – 5.45pm  
Both sessions are currently free to staff. For further information please contact Lynn England on ext. 526