

## Our Staff Benefits

We provide a range of staff benefits to support your wellbeing both at work and at home.

### Working Hours

Our full-time working hours are 09:00 to 17:00 with one unpaid hour for lunch, Monday to Friday. You may have the opportunity to take off one Wednesday afternoon per month to carry out activities to support your wellbeing, depending on your number of hours/working pattern. We also currently offer an early Friday finish at 15:00 if you work full-time and this benefit will be considered in proportion to the full-time equivalent if you work part-time.

### Hybrid Working

We have a hybrid model of working. You will be required to work onsite for at least 20% of your working hours.

### Flexible Working Policy

We allow you to request flexible working once you have completed your probationary period.

### Annual Leave Allowance

Our holiday year runs from 1 January to 31 December. Full-time holiday entitlement for the year is 27 days plus Bank Holidays.

### Sick Pay

The Centre pays enhanced sick pay of full pay (including Statutory Sick Pay) for up to six months (130 working days) in any 12-month rolling period, provided you have successfully passed your probation period.

### Online Training

You will have access to an e-learning portal. This contains a wide range of personal development courses such as management, communication skills, and equity, diversity and inclusion, as well as IT skills.

### Eye Tests for Users of Display Screen Equipment

We will contribute up to £25.00 for eyesight tests and £50.00 to the cost of corrective glasses.

### Family Leave Policy

After at least one year's service at the expected week of birth, we provide enhanced occupational maternity pay of 12 weeks' full salary, followed by 14 weeks at 50% salary. This is also applied to adoption leave. We also provide enhanced paternity leave of four weeks at full pay.

For staff with 18 months' service, we provide up to five days' paid leave in any 12-month period, to undergo fertility treatment. This also applies where your partner is undergoing fertility treatment.

Our Patron: **Her Royal Highness The Princess of Wales**

The Anna Freud Centre, operating as Anna Freud National Centre for Children and Families is a company limited by guarantee, company number 03819888, and a registered charity, number 1077106.

### **Employee Assistance Programme**

We provide a confidential Employee Assistance Programme (EAP) for everyone. The EAP offers a 24/7 free phone helpline, support by face-to-face or video chat counselling, a wellbeing app, and information and advice on a range of issues including child and elder care, bereavement, consumer rights and finance.

### **Pension scheme**

All employees are eligible to join our pension scheme with Royal London. We will contribute the equivalent of 6% of salary provided you contribute a minimum of 3% of your salary.

### **Cycle to work scheme**

All employees are entitled to apply for a bicycle loan as long as your contract of employment is for a period which exceeds the loan period and your net monthly pay is sufficient to cover the deduction of the loan. You can apply once you complete your probation period.

### **Season ticket loan**

All employees are entitled to apply for an annual season ticket loan for use in travel from home to work, as long as your contract of employment is for a period which exceeds the loan period (i.e. a minimum of twelve months) and your net monthly pay is sufficient to cover the deduction of the loan. You can apply once you complete your probation period.

### **Life assurance**

We provide a death in service benefit of three times your annual salary.

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