

TERMS AND CONDITIONS OF EMPLOYMENT

PRINCIPLES:

- Single-status: all levels and roles to be offered the same terms and conditions (other than salary).
- No annual pay increments structure - based on performance throughout the year, cost of living, market rates and potential impact on diversity and inclusion.
- The health, wellbeing and ongoing engagement of our people is key.
- Reinforce our values and developing culture including agile/flexible working for all roles: we are focused on delivery and outcomes achieved through mutual trust, respect and empowerment.
- Competitive with other University and commercial offerings.

Core terms

Working days per annum	260
Holiday entitlement	28 days
Closure days	Additional 5 days (Christmas/New Year) plus identified statutory/bank holiday days
Buying holiday	Up to 10 days may be bought, 5 days maximum may be sold
Holiday year runs	1 January - 31 December each year
Notice periods:	1 - 3 months depending on role
Pension incl. life insurance and permanent health insurance	Employer contribution up to 10%
Hours of work per week	35 hours, standard each day of 7 hours May be a requirement for evening or weekend working for identified roles

Work life/time off

Occupational Maternity pay/Adoption pay scheme/Shared parental leave	16 weeks full pay after one years service (top up to statutory entitlements)
Other time off:	
Development days	Up to 2 weeks paid per calendar year
Compassionate/special leave/time off for dependents	
Partner/Paternity Leave	2 weeks full pay
Community engagement days (CSR)	Up to 5 working days in line with TEDI-London overarching objectives

Wellbeing and Engagement

Occupational Health services	Yes, as required
Employee Assistance Programme	Yes, as required
Discounted products/services	Yes
Dental/medical appointments	Paid time off
Occupational Sick Pay Scheme*	Paid
Private Healthcare Services	Available
Cycle to work scheme	Yes
Season ticket interest free loan	Yes

*Occupational Sick Pay Scheme

1 month - Up to 1 years service	3 months full pay
1 to 3 years service	3 months full pay, 3 months half pay
3 years plus service	6 months full pay, six months half pay

