

## Employee benefits

### Salary

Paid one month in arrears on 28<sup>th</sup> of each month.

### Pensions

Defined Contributions Pensions scheme with employer contribution of 7.5%, employees contributions 3% to 7.5%. Life Assurance Benefit.

### Working hours

37.5 hours each week (or as contracted for part-time staff), not including a minimum 30mins lunch break each day.

### Core hours

Cycling Scotland offers flexible start and finish times (between 08:00-18:00) outside of the core hours of 10:00 to 12:00 and 14:00 to 16:00.

### Flexible working

Cycling Scotland will look to accommodate flexible working requests, taking into consideration the impact on the organisation and other team members whilst striving to support individual members of staff. We are currently operating hybrid working on a trial basis.

### Annual leave and public holidays

36 days (pro rata for part-time staff) paid holiday each year (including three days during office closure for Christmas and New Year), three compulsory public holidays at Christmas and two days at New Year.

### Volunteering

Staff at Cycling Scotland can apply to engage in up to two hours per month of volunteering activity during working hours.

### Training and development

Staff are allocated an annual amount of £250 towards training and development.

### Cycle to work scheme

Salary sacrifice scheme provides employees (after completion of 3 months probation) who cycle to work with a tax free, long-term loan of a bike and safety equipment.

### Travel to work loan scheme

The loan will be for the employee to purchase an annual bus or rail season ticket at standard class travel.

### Employee assistance programme (EAP)

This is a free and confidential resource for all staff which provides access to up to six counselling sessions on an annual basis plus unlimited access to a confidential helpline.

### Maternity/paternity pay

Cycling Scotland offers enhanced maternity and paternity pay.