

2 What's in the Plan?

The FSA provides you with a number of core benefits. The Flexible Benefits Plan allows you to define how you would like to receive your pay and benefits in addition to your core benefit entitlement. You may choose the level of benefit which suits your needs. The FSA reserves the right to review and change the list of benefit options, and the providers of any of the options, from time to time. Some options may also be withdrawn or restricted as a result of certain Lifestyle Events.

Benefit	Core entitlement	Flexible options
Holiday	20 days (for full-time employees)	Up to 35 days (i.e. 15 additional days in 1 day increments)
Money Purchase Pension:	<ul style="list-style-type: none">• Under age 25, 6% of pensionable salary• from ages 25 to 29, 8% of pensionable salary• from ages 30 to 34, 10% of pensionable salary• age 35 and over, 12% of pensionable salary	Additional contributions can be paid in increments of 1% up to 40% (bearing in mind you can exceed the prescribed limits by a further 40% of your salary)
Life Assurance	2x pensionable salary	3x or 4x pensionable salary

Cont...

All contributions to and benefits from the FSA Pension Plan are subject to rules laid down by Her Majesty's Revenue and Customs ('HMRC'). These rules limit the amount of tax relief you receive on the contributions you or the FSA pay into the Plan and determine the tax treatment of the benefits you draw from it. If you exceed the HMRC tax allowances you may be liable for additional tax charges.

- Subsidised catering – provided on site at 25 North Colonnade
- Health screening – a free health assessment that considers your general health and lifestyle
- Season ticket loans (up to the value of £5000 per annum) – interest free loans to cover quarterly, six monthly or annual season tickets are available to all permanent employees. Application forms are available on the Forms site on Connect+. If you are in your probationary period, you may apply for a season ticket loan, but you are restricted to purchasing a ticket for the duration of your period of probation
- Interest free loans (up to the value of £5000 per annum) are available to staff to cover the purchase of a bicycle for use on their journey to work. Loans can be repaid over 3, 6 or 12 months. Application forms are available on the forms site on connect(+). If you are in your probationary period you may apply for an interest free loan to cover the purchase of a bicycle for use on your journey to work, but you are restricted to repaying the amount of the loan during the balance of your probation period.
- Dependant's death-in-service pension – under the FSA Pension Plan, a dependant's pension of up to 1/3 of your pensionable salary will be payable for life (together with children's pensions) should you die while an employee of the FSA.

These benefits are not provided through the Flexible Benefits Plan because the FSA wishes to give equal access and cover to all staff. It would also not be appropriate to provide some of these through a Flexible Benefits Plan. The FSA may withdraw, replace or vary these benefits at any time. Further information on these benefits can be obtained from the Staff Services Department.

Benefit	Core entitlement	Flexible options
Long-Term Disability Cover (i.e. Permanent Health Insurance)	50% of pensionable salary after 26 weeks (not reduced by any additional State benefit paid)	Additional 10% or 20% of pensionable salary after 26 weeks (not reduced by any additional State benefit paid)
Medical Insurance	Employee	Employee, Partner, Children or Family
Dental Insurance	N/A	Crystal: Employee, Partner, Children or Family Opal: Employee, Partner, Children or Family Pearl: Employee, Partner, Children or family Diamond: Employee, Partner, Children or Family
Critical Illness Cover (a lump sum payment should you be diagnosed as suffering from a specified critical illness)	N/A	£20k, £40k, £60k, £80k, £100k, £120k, £140k – Employee (with free children's cover of 25% of the sum assured, up to a maximum of £20,000)
Childcare Vouchers	N/A	£50, £100, £150, £200, £243 per month
Travel Insurance	N/A	Employee, Partner, Children or Family – Luxury Worldwide

If you do not allocate the whole of your Flex Account to additional benefits, the FSA will assume that your preference is for the balance to be paid as cash. Alternatively, you can ask for an increase in your Flex Account by a figure no greater than 40% of your pensionable salary.

Additional benefits not included in the Plan

In addition to the benefits available under the Flexible Benefits Plan, the FSA will provide the benefits listed below. You may receive, in accordance with your Contract of Employment, the following:

- Occupational sick pay – above the required statutory sick pay level
- Accidental death & injury cover – see page 25
- An Employee Assistance Programme, providing confidential advice and counselling