



The Royal College of Pathologists
Pathology: the science behind the cure

The Royal College of Pathologists

Summary of employee
benefits and procedures



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Introduction

This document sets out the range of benefits available to employees of the College and how to access them. The College offers a comprehensive range of benefits that positions us competitively in the charity sector. The procedures do not form part of your contract of employment and we reserve the right to amend or withdraw it at any time.

Leave

Annual leave

The College offers 25 days' paid annual leave each year, plus bank holidays. For part time employees, annual leave is pro-rata.

The annual leave entitlement increases by up to 1 day for each year of completed service, (pro-rated for part-time employees), up to a maximum of 33 days. The additional annual leave allowance will increase on the anniversary of the employee's start date.

The annual leave year runs from 1 January to 31 December. Employees can carry over a maximum of 5 days leave from 1 calendar year to the next, (pro-rated for part-time employees), with any days carried forward needing to be used by 31 March.

College closure days

In addition to the annual leave entitlement specified above, the College closes its offices between Christmas and New Year with the 3 days given as additional leave to all employees.

Volunteer days

Employees are entitled to up to 3 days volunteer leave (pro-rated for part time employees) each calendar year from completion of probation. Employees can use the leave to volunteer for other registered charities or, for example, to be a school governor. This is to help employees develop personally, which would translate back into benefitting the work they do for the College. This will need to be agreed in advance with the line manager and recorded on the Cascade HR system.

Career break

For employees in post who have at least 5 years' continuous service, you can request an unpaid career break of up to 3 months. A request can be made every 5 years. For staff

with at least 10 years' continuous service, the period of the unpaid career break could be up to 6 months.

Employees would need to give 3 months' notice of their intention to do this to allow the College to plan how to cover the role. The senior management team needs to approve all requests, which must ensure that the work of the College can continue, so would need to avoid significant deadline or busy periods. Only 1 employee per directorate can be on a career break at the same time.

Pension schemes

The College operates 2 pension schemes, SAUL and Royal London. Employees employed after 1 April 2021 are auto enrolled into the Royal London scheme. Employees employed prior to 1 April 2021 remain in the SAUL scheme.

SAUL scheme

The SAUL scheme is closed to new entrants, apart from directors. Staff in post prior to 1 April 2021 remain in the SAUL defined benefit pension scheme. Contribution rates are set by the scheme itself and applied to all members. There are approximately 45 educational and scientific institutions that are members of SAUL. The current employee contribution rate is 6% of salary, with the employer rate 21% of salary.

Royal London scheme

On starting at the College, employees are automatically enrolled into the Royal London pension scheme, which is a defined contribution pension scheme. It operates on a double matching basis, where the employer contribution is double that of the member of employees. The employee can choose to contribute either 3%, 4% or 5% of their salary, with the College's contribution being either 6%, 8% or 10%, respectively.

Life insurance

Members of a College pension scheme also benefit from life insurance cover, up to 4 times salary, payable if death occurs while employed by the College.

Working arrangements

Hybrid working

Full-time employees are required to work in the office a minimum of 2 days per week and are able to work at home in the UK for the other 3 days per week. Employees working 21 hours or less are required to attend the office once per week. Thursdays are mandated office attendance days.

Flexible working

The College operate a flexible working policy, which allows you to make a flexible working request once every 12 months. You can request to adjust your working pattern from the start of your employment.

Employee discount and loan schemes

The College currently offers the following employee discount and loan schemes to employees, which allows employees to take advantage of a range of discounts online or in store.

Season ticket loan scheme

Employees who have passed their probationary periods are able to apply for an interest-free loan to purchase an annual travel season ticket, subject to the value of the loan not exceeding 1 month's gross salary. Repayments are made each month direct from the payroll in 12 equal instalments.

Cycle to work loan scheme

Employees who have passed their probationary periods are eligible to apply for an interest-free loan to purchase a bicycle and associated equipment, subject to the value of the loan not exceeding 1 month's gross salary. Repayments are made each month direct from the payroll in 12 equal instalments.

Electric car lease scheme

To be eligible to participate in the salary sacrifice electric car lease scheme, you must be a permanent employee and have a minimum of 12 months' service. The scheme allows you to take advantage of the significant tax savings the Government has introduced to

encourage the take up of electric vehicles. Details of the scheme can be accessed via the College rewards portal.

RCPATH Rewards

The RCPATH Rewards scheme is available to all employees. Discounts are available at hundreds of retailers instore or online and include cash back deals on some purchases. Discounts are also offered on travel and insurance. The Smart Spending app or www.rcpathrewards.co.uk are used to access the offers.

TOTUM Card

TOTUM's, formerly the National Union of Students, savings card is available for all staff at the College. There is an annual fee payable, currently £25. Employees should contact the Training team in the Learning Directorate for access to this.

Perks at Work

Perks at Work is available to all employees. This scheme offers discounts on various purchases and free online classes as part of their Community Academy.

Professional subscriptions

For employees with a minimum of 12 months' service, the College will contribute a sum of up to £300 per annum for 1 professional subscription if there is a direct benefit to their role at the College. If you leave the employment of the College, this would be pro-rated, repayable by way of deduction from the final salary. You will need to purchase your professional subscription and claim this cost back using Rydoo.

Bag allowance

The College will contribute up to £20 as a one-off payment towards the cost of a suitable bag to carry your laptop to and from the College. You will need to purchase your bag and claim back this cost via Rydoo.

Tea, coffee, fruit

The College provides free tea and coffee for employees available in the kitchenettes on the 3rd and 4th floors. This includes milk and sugar. Additionally, fruit is provided on a Thursday when all employees are in the office.

Employee health and wellbeing

Eyecare

Employees can claim for the cost of an eye test up to £30 once every 2 years. If glasses are prescribed for visual display unit use, then up to £65 can be claimed as a contribution towards the cost of glasses, again once in a 2 year period. You will need to purchase your eye test and any glasses and claim back this cost via Rydoo.

Flu vaccination

People over 65 years of age are currently entitled to a flu vaccination free of charge and should avail themselves of this scheme. For those under 65, we support employees in obtaining a flu vaccination and contribute financially up to a £15 per person limit per year. You will need to purchase your vaccination and claim this cost back using the College payment system, Rydoo.

Employee assistance programme

A confidential 24/7 information and counselling service is provided to all employees by an independent company, Health Assured. It provides up to 8 virtual or face to face sessions for yourself and immediate family free of charge.

Tommy's Pregnancy and Parenting at Work

The College is a member of Tommy's Pregnancy and Parenting at Work scheme. The scheme helps to provide pregnant employees and their managers with the information and support they need to ensure a well-informed working pregnancy.

Recognition scheme

The College operates an employee recognition scheme to reward and recognise those who exceed how we live our values and behaviors. Any employees can be nominated by their line manager to celebrate excellence in service provision, for promotion of collaboration and teamwork or for leading on innovation and ambition. Recipients of an award receive a £25 voucher and recognition of their achievement at a staff meeting.