



Make a difference...

**Welcome to your Employee Benefits**

**2024**

*Everyday our staff are making a difference to the lives of our young people either directly or indirectly.....*

At Care Visions we recognise that we couldn't be here for our young people without the dedication, hard work and commitment of all our staff teams, whether your role is in direct care or in the teams that support the work that our Residential and Fostering Teams do.

That's why we are committed to looking for creative and meaningful ways to recognise and reward our employees.

This booklet is designed to provide you with an overview of the range of benefits, health and lifestyle services that we offer to staff, these include generous family leave packages, lifestyle discount platform offering savings on everyday purchases, health and wellbeing services, training and much more. Also, in this booklet are instructions on how to take advantage of the benefits that are offered through our partnerships.

## Care Vision's Values

Our work is underpinned by our Values which we make explicit so everyone can be clear on what to expect from each other, regardless of our role and function. All our behaviours should reflect our Values.



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## LEAVE POLICIES

### Annual Leave

We are committed to our employee's health and wellbeing and recognise that one of the most important ways to support wellbeing is to encourage staff to take regular breaks throughout the year and use their annual leave.

All staff in our residential services receive 224 hours of annual leave in a year (pro-rated based on contracted hours), which equates to 5.6 weeks x 40 hours per week). Annual leave increases upon completion of each leave year up to a maximum of 256 hours per year. As bank holidays are included in your annual holiday entitlement you will also receive **11 days paid at enhanced rates** should you work on those designated days.

For support services all staff receive 27 days annual leave plus 9 days bank holidays each leave year.

### Enhanced Family Friendly Leave Policies

Care Visions are committed to supporting all our employees as their families grow, and we offer great enhanced family friendly leave benefits to all staff who have been with us for **two years or more**.

**Enhanced Company Maternity Pay** – we pay eligible staff enhanced company maternity pay for an additional 12 weeks of leave over and above their first 6-weeks at the higher rate of Statutory Maternity Pay. This is 12 weeks basic pay at your weekly contracted hours (this does not include any additional allowances) and includes Statutory Maternity Pay.

**Enhanced Paternity Leave Pay** – we pay eligible staff enhanced paternity leave pay for up to 3 weeks. This is paid at your weekly contracted hours (no other additional allowances will be paid) and will include your Statutory Paternity Pay.

**Enhanced Adoption Pay** - we pay eligible staff enhanced company adoption pay for an additional 12 weeks of leave over and above their first 6-weeks at the higher rate of Statutory Adoption Pay. This is 12 weeks basic pay at your weekly contracted hours (this does not include any additional allowances) and includes Statutory Adoption Pay.

**Bereavement Leave** - Care Visions recognises that employees need additional support at times of bereavement and offers all employees up to 5 days paid bereavement leave.

*Further information on our Leave Policies can be found in the Employee Handbook available in the HR Section on SharePoint.*

## Health & Wellbeing

Care Visions recognises that employees need additional support at times of bereavement and offers all employees up to 5 days paid bereavement leave.

The health and wellbeing of all our staff is of huge importance to us and we recognise that from time to time everybody can need a little help and additional support. We offer a range of options which all employees can access which include:

**Employee Assistance Programme** which offers free, confidential support to all staff from counselling sessions, advice and support (24/7/365) on a large range of other topics from home life to work life, online webinars and information all through our partner Care First. There is also access to Care First Information Specialists who are expert advisors, trained by Citizens Advice and provide comprehensive assistance on a wide range of issues affecting daily life for example, childcare, finances, Elderly Relatives, and Home.

Care First can be accessed in a variety of ways, either by phone on 0808 168 2143, or via their website/information hub:

<https://carefirst-lifestyle.co.uk> - using the generic login details of Username: care001 Password: visions.

Here you have access to a hub of information, reading material, webinars and other resources as well as the access to advisors and counsellors mentioned above.

**Health Cash Plan** – This is **fully funded** by Care Visions and enables our staff to claim money back for dental, optical, physiotherapist, complementary therapies, specialist consultations and hospital stays. Children up to the age of 21 years (24 if in full-time education) can be added free. Spouses and partners can be added on at an additional cost of the staff member. After your first month of employment, you will receive an e-mail to your Care Visions Inbox from Health Shield with information and instruction on how to sign up and access your benefits.

**“My Possible Self”** – is a unique mental health app which provides a holistic approach for individuals with their wellbeing in mind. This includes toolkits, mood trackers, visual and audio exercises, journals and nutrition/hydration guidance. The app can be accessed via the barcode below or directly through the website: <https://portal.my-possible-self.com/sodexo/register> and our password is **SoD2021!**



**Gym and Fitness Discounts** – through our partners, we can offer discounts on a wide range of gym memberships, digital fitness and multi-activity memberships. These can be accessed through the Care Visions Lifestyle Platform at: <https://carev.employeebenefitsplatform.com/login> under the benefits section.

**Breeze – Your Health and Wellness App** – through your Health Cash Plan site, you also have access to Breeze the health and wellness app. Breeze benefits section. This helps put your health and wellbeing first and empowers people to take care of themselves by giving you tools to help you thrive both at home and at work. Through Breeze you can access lifestyle, mental wellbeing and financial wellbeing assessments. You have access to GP Anytime where you can speak to a GP quickly and from your mobile, tablet or PC. You can access additional discounts through PERKS a reward platform offering hundreds of deals and discounts on everyday brands.

## Discounts and Benefits

All employees have access to a variety of tools to help stretch your budget by making great savings on everyday shopping with high street retailers.

**Care Visions Lifestyle Platform** - our Lifestyle Platform offers benefits and savings in the form of discounts at the point of

purchase, Spree Cash Back Cards, E-vouchers, Cinema and Sky Store discounts and discounts on holidays. You also have access to weekly hot offers and discounts. You can access the platform via <https://carev.employeebenefitsplatform.com/login> and you can sign up for e-mail alerts.

**Blue Light Discount Card** – is another way that you can stretch your budget further. This is not a benefit provided directly by Care Visions but is available to all key workers in the Care Sector and provides you with discounts online and in-store from large national retailers to local business on shopping, fashion, days out, holidays, cars, phones and much more. You can sign up for this on [www.bluelightcard.co.uk](http://www.bluelightcard.co.uk).

## Financial Wellbeing

We recognise that financial wellbeing for today and tomorrow is important for all our employees and Care Visions has the following in place to help support our employees plan for the unexpected and take control of their financial future.

**Workplace Pension** – The Care Visions pension scheme is provided through Standard Life and is a money purchase scheme. Our pension scheme is operated as a Salary Exchange Scheme and the majority of employees will be automatically enrolled into this. For those not meeting the conditions to be part of the Salary Exchange Scheme, you will remain on our “Relief at Source” scheme. All eligible employees will be enrolled into our pension scheme after an initial postponement period of up to 3-months.

Pension contributions are made on **total gross earnings** each month and are deducted from payroll and transferred to Standard Life on your behalf. Currently our contribution levels are set as:

- Employee Contributions - 4% of total earnings
- Employer Contributions - 3% of total earnings

*\*Employees can contribute more to their pension if they wish, however, the Care Visions contribution remains at 3%.*

**Company Sick Pay** – Once employees satisfactorily pass their probation period, all employees become eligible for Company Sick Pay as detailed in the Employee Handbook.

**Group Term Life Assurance** – This is a benefit that is **fully funded** by Care Visions, and all eligible employees will be automatically enrolled into this after their first month of employment. A summary of cover provided is below:

Direct Care Staff	2 X P60 Earnings averaged over the prior 3-year period (this includes all variable elements of pay)
All Other Staff	2 X Contracted Annual Salary

**BHSF - Pay4Sure – Sick Pay Insurance** – This is a voluntary benefit, paid by employees through payroll deductions, which can ease financial worries and give peace of mind at times of long-term illness or injury and supports staff once their Company Sick Pay has been exhausted. Depending on the level of coverage chosen you can receive up to £1,500 per month for up to 6 months. If chosen this benefit also provides 24/7 access to a GP and a confidential helpline.

**BHSF – Life Insurance** – This is a voluntary benefit, paid by employees through payroll deductions, that gives your family up to £10,000 cover that could help with support your loved ones if you pass away.

Information on the BHSF products, can be obtained from the HR Team or by watching the video at the link below:

<https://vimeo.com/481680113/377007af4f>

You can visit the website at [www.bhsf.co.uk/health-cashplans](http://www.bhsf.co.uk/health-cashplans)

**Stirling Credit Union** – We have a partnership with Stirling Credit Union with the aim of promoting financial wellbeing. All Care Visions employees can apply to join the credit union, regardless of where you live. A credit union gives you access to savings accounts, affordable loans, and access to Christmas savings accounts.

Deductions can be made straight from payroll and sent directly to the credit union on your behalf. To learn more about the Stirling Credit Union or to sign up for this benefit, please visit:

<https://www.stirlingcreditunion.co.uk/joining>

If you sign up for this benefit, you will just let them know that Care Visions is your employer.

**Charles Cameron – Free Independent Mortgage Advice** – We have a partnership with Charles Cameron & Associates where they provide all Care Visions staff, their family and friends with **FREE** independent mortgage advice and financial education. You can book an appointment with a independent advisor who can help you access preferred rates which are unavailable direct from lenders, this benefit can save you time, stress and money and is free of any broker fees.

To learn more about what they offer you can visit [www.ccameron.co.uk/carevisionsgroup](http://www.ccameron.co.uk/carevisionsgroup) or spend a few minutes watching the information video at: <https://vimeo.com/865530871/13cbb69772?share=copy>.

## Employee Recognition

At Care Visions we like to celebrate the success of all our employees in line with our Values, and also recognise that our employees are the best at promoting Care Visions as a great place to work.

We have a number of ways where we recognise the contribution our employees make to what we do:

**Employee Referral Bonus Scheme** – We greatly value personal recommendations when we are recruiting new team members for both Residential and Fostering Services. With our Employee Referral Bonus Scheme, we recognise and reward employees for successful referrals under the scheme rules. Information related to this is contained in the Employee Handbook.

**5 Year Service Milestone Recognition** – Employees who reach 5 years continuous service are recognised with a small hamper gift and card from the Company.



**Long Service Awards** – Employees who reach our recognised length of service milestones are recognised at an annual event and receive a gifts to mark the occasion.

## Professional Learning & Development

As an organisation, Care Visions is committed to investing in the ongoing learning, training and professional development of all employees.

**Qualifications** – staff are supported to achieve any qualifications required to meet the requirements of their registration with the SSSC. Where staff are not eligible for SAAS funding, Care Visions will pay for the qualifications.

**Professional Development Awards** – this is open to all employees of Care Visions regardless of their role and applies to courses of study or training courses that would be beneficial for an individual to participate in. Care Visions will meet some or all of the cost of those successful applications. This is an annual award which opens each year for applications.

**E-Learning Platform** – We have an online training system that contains a variety of courses that all staff have access to which supports our induction programmes and mandatory training.

**Team Development Days** – We recognise the importance of effective communication and positive team dynamics within our

services and support regular team development days which can be focused on skills, improving resilience, and training needs.