



## EMPLOYEE BENEFITS

### You Said We Did

As part of our new ODL Strategy we believe shaping our new vision and embedding a one-team culture starts firstly from valuing our staff. Following our Staff Satisfaction Survey 2023 we've listened to your feedback and have designed a benefits package which will not only encourage your personal growth and happiness but further enhance your well-being.

### 1.ADDITIONAL LEAVE

We are thrilled to share some exciting news that underscores our deep appreciation for your dedication, loyalty, and hard work at ODL. Recognizing your commitment to our practice, we are introducing a special benefit: an additional day of leave per year for each staff member. This extra day off is a token of our gratitude for your unwavering support and contributions to our shared success.

This benefit will not only allow you to enjoy some well-deserved rest and relaxation but also enable you to strike a healthier work-life balance. We understand that your efforts are crucial to our continued growth, and we want to make sure you feel truly valued as a part of our team.

### How it works

You will receive this extra day of leave at the end of our leave calendar year, starting immediately. To be eligible for this additional day, you must have completed a minimum of 6 months of service during the relevant year. For instance, if you joined our team before the 30th of June 2023, you will receive an additional day in 2023. However, if your start date is after the 30th of June 2023, you will become eligible from 2024 onwards, provided you remain with us until at least the 30th of June 2024. The same rule applies if your contract with ODL concludes during the year; you'll qualify for the additional day if you've worked at least 6 months during that year.

You have the flexibility to use this additional day at your convenience, subject to prior approval from your manager and in compliance with our leave policy. Please note that if you do not utilize it, the additional day will be paid to you at the end of the year and cannot be carried forward to the following year.

### What to do next

Great news - there's nothing you need to do!

This benefit will commence immediately, and it will even be backdated. For instance, if you've been part of our practice for 3 years, you will automatically gain an extra 3 days of leave this year.

We will handle all the calculations for your additional entitlement and seamlessly add it to your current leave balance. Enjoy the extra time off!

## 2. SEASON TICKET LOAN

The season ticket loan is an interest free loan for you to cover the cost of travelling to and from the workplace via modes such as tram, rail, bus or others. The loan repayments are paid monthly through your net pay over a set period.

Typically, paying monthly for your season ticket through a vendor and not through your salary can cost more in the long run as interest applies. This scheme helps you take advantage of the cheaper annual fee but still spread the cost.

### How it works

The practice will fund the purchase of an annual season ticket (up to a maximum value of £10,000) by way of an interest free loan. You then pay back this loan within the lifetime of the season ticket by 12 equal monthly instalments from your net salary (that is, after tax and National Insurance have been deducted).

Loans cannot be granted for monthly or quarterly tickets, or for tickets which cost less than £100 per annum.

Loans are made in the form of a salary advance. On receipt of the loan, Payroll will commence the regular deductions from your pay. In no circumstances will the repayment period be allowed to extend beyond or exceed the life of the season ticket or your contract of employment.

To qualify, you must be a salaried employee and your net monthly pay must be sufficient to cover the deduction of the loan. We will assess each application for season ticket loans on an individual basis and reserves the right to delay or refuse an application.

### What to do next

If you wish to apply you should obtain a quotation from the travel provider to confirm the cost of the season ticket and attach it to a completed **season ticket loan application form** which can be obtained by email emailing Human Resources at [hr@odldentalclinic.com](mailto:hr@odldentalclinic.com).

Completed application forms should be forwarded to Human Resources at least four weeks before the loan is required, together with a quotation from the travel provider.

On receipt of the application form, Human Resources will process the request and once this has been completed will provide you the details of your season ticket. Arrangements will then be made for the monthly deductions from your salary for 12 months.

#### Important notes

You must request a loan before purchasing the season ticket.

The season ticket **will not** renew automatically at the end of the twelve months: you will need to apply for a new ticket using the same process.

Care of the season ticket is your responsibility. In the event of loss of ticket it is your responsibility to arrange for a replacement from the travel provider. Should the travel provider decide not to replace the ticket for any reason, you will still be liable for the loan and deductions from salary payments will continue unabated until the whole loan has been cleared.

If you leave the practice before the advance has been fully repaid, the balance outstanding will be recovered from your final salary.

If you return your ticket before the expiry date you will be required to pay the outstanding balance to the practice.

## 3. DAILY MEALS

You'll have the flexibility to select your lunch from a specially curated menu, and we'll ensure it arrives fresh on the day. The good news is that ODL will subsidize a significant portion of the cost, making each meal available to you at the incredibly low price of just £3.50. This expense will be conveniently deducted directly from your salary at the end of each month.

### How it works



### What to do next

Once the form is made available to you on the whatsapp group please complete it before Wednesday to receive your meals on the upcoming week.

## 4. Employee Assistance Programme

We are devoted to the well-being of our most valuable assets - our staff. We understand that life brings its fair share of challenges, and we're here to help. We're thrilled to announce that we have partnered with Peninsula to bring you the **Health Assured** Employee Assistance Program.

### How it works

1. **Confidentiality:** All sessions and communications with Health Assured are kept strictly confidential. Your privacy is our priority.
2. **24/7 Support:** Whether you're facing personal or professional challenges, trained professionals are available around the clock to provide guidance and support.
3. **Holistic Support:** From mental health counseling to legal and financial consultations, Health Assured offers a range of services designed to help you navigate life's hurdles.

### What to do next

HR will send you information separately on the employee assistance programme. We suggest you download the Health Assured mobile application for quick and easy access to resources. It would be helpful to familiarise yourself with the range of services available and use them whenever you need.

# THANK YOU!

Once again, thank you for being an essential part of our ODL family. We look forward to many more years of growth and success together.

If you have any questions or need further information, please don't hesitate to reach out to your HR representative or your immediate supervisor.

Let's continue to achieve great things together!

ODL Dental Practice