

# What we do for you

**When do I work?**

Our full time hours – 34.5 a week in total – are from 9am to 5pm from Monday to Thursday, with an early 4.30pm finish on Friday.

**How much holiday do I get?**

We give you 25 days holiday a year. And after one year, it goes up by one day a year, until you reach 30 days. (We adjust this if you're part-time.)

**How will you review my salary?**

We carry out a review of our pay bands and salaries each year, based on several factors including our performance and the performance of the economy. You will usually be eligible for an increase if you have six months service at the time of the review (1st April).

**Will you give me any other financial help?**

You can apply for a season ticket loan to help keep your travel costs down. You might also want to take out a loan for gym membership. Both these loans are interest free.

**Do you help with the cost of healthcare?**

Yes. You can choose to sign up for private medical insurance. We pay for this (except for your personal tax liability). Also, you can choose to buy extra cover for your family.

**What if something happens to me?**

We will pay three times your salary as life assurance to the person you choose.

**Will you help me save for the future?**

Yes. You can join our pension scheme. We will match what you pay in, up to 7.5%. Also, existing members of the NHS Scheme may be eligible to stay in that scheme.

**How will you help with my development?**

We have a comprehensive training and development programme which includes access to courses, mentoring scheme, shadowing, and coaching. You will have a yearly review with your line manager to identify your development

**Macmillan Support Line 0808 808 00 00 [www.macmillan.org.uk](http://www.macmillan.org.uk)**

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