

Summary of Employment Benefits

Holiday Entitlement

Annual holiday entitlement is six working weeks in every full holiday year (which equates to 30 days if you work a 5-day week). Christmas closure of up to four days will need to be taken out of this entitlement. Part-time employees will have a pro-rata entitlement.

In addition to the above, employees are entitled to all statutory bank and public holidays in every full holiday year. Statutory bank and public holidays for part-time employees are calculated on a pro-rata basis.

Flexible Working

IfL operates a flexible working arrangement. Full time hours of work are 37.5 per week which may be worked anytime between 8.00 am to 6.00 pm, with 1 hour for lunch.

We also encourage family friendly policies and consideration will also be given to requests for reduced hours and/or home working arrangements.

Sickness Provision

After completion of a probationary period employees are offered enhanced Sick Pay at three months on full pay plus three months half pay in any twelve month period

Pension

The Institute for Learning offers a Group Pension Scheme which all employees are eligible to join. The Institute will contribute up to a maximum of 7% of your salary to the Scheme and employees may make additional voluntary employee contributions to the Scheme

Private Health Insurance

After you have completed your probationary period with the Institute (normally 3 months), you become eligible to join the Institute's Private Healthcare Scheme, the cost of which is met by IfL. This is a taxable benefit.

Life Assurance

All employees are entitled to death in service cover relative to their salary, the full cost of which will be met by IfL.

Season Ticket Loan

For employees who have completed their probationary period (normally 3 months) a season ticket loan is available to buy an annual Rail or London Transport season ticket. The loan is interest free.

Childcare Vouchers

Childcare vouchers are a salary sacrifice scheme for IfL employees aimed at offering support to working parents. These can be used for children up to the age of 15 years, and are exempt from both Tax and National Insurance contributions up to a defined sum per week.

Training and Development

The IfL is committed to staff training and development and will work with employees to identify and address their needs.