

Cycling UK Employee Benefits

Entitlement	Details	When can you access it?
Company pension scheme	<p>Cycling UK offers up to 5% matched gross employee contributions with Scottish Widows automatic enrolment salary sacrifice scheme. The statutory minimum that every employer must pay is 3%. Cycling UK has chosen to uplift this to 5% to match employee contributions.</p> <p>The minimum workplace pension contribution is 8% total (3% employer and 5% employee). You will pay in 5% of your gross earnings each pay period. This will be taken directly from your pay as a salary sacrifice and therefore may include tax relief from the government. The company will also pay in 5% of your earnings each pay period. Therefore, the total amount put into your pension pot will be 10% of your gross earnings plus tax relief.</p>	On reaching 3 months service.
Group life assurance	Cycling UK has a Group Life Assurance scheme held with Legal and General which will pay out a tax-free lump sum of four times basic salary on the death of a member.	On joining Cycling UK.
Annual leave and Christmas privilege day	<p>All staff are entitled to 25 days of annual leave per annum, pro rata for part time staff or if joining mid-year.</p> <p>Cycling UK also grant an additional Christmas Privilege day of leave to take during the Christmas period, treated separately to your annual leave entitlement. The holiday year at Cycling UK runs from April – March. All statutory and public holidays are additional to the basic holiday entitlement.</p>	On joining Cycling UK.
Parental annual leave	In addition to a generous basic annual leave allowance, Cycling UK also grant an additional three days of annual leave to employees who have just had a baby, the year following the birth of their child.	On joining Cycling UK.
Enhanced parental leave	<ul style="list-style-type: none"> ○ Maternity / Adoption / Shared Parental leave is paid at an enhanced rate of 12 weeks full pay, and the remaining at statutory rate. ○ Paternity Leave is paid at an enhance rate of two weeks full pay ○ Parental Bereavement Leave is paid at an enhance rate of two weeks full pay 	Subject to statutory qualifying period

Compassionate leave	Cycling UK offers one day of paid compassionate leave to attend the funeral of any close relation (defined as a member of the employee's immediate family - parents, or siblings). Up to an additional five days paid leave may also be taken at the managers discretion	On joining Cycling UK.
Volunteering days	Further to the generous basic annual leave allowance, Cycling UK also grant an additional two days of paid leave (pro rata for part-time staff) to employees which can be used for volunteering. We hope that this will enable and support staff to be proactive in voluntary activities that mutually benefit the individual, Cycling UK and the community.	On joining Cycling UK.
Sabbatical leave	Cycling UK has recently introduced the option for employees to request sabbatical leave between 3-12 months, subject to managers approval.	Upon passing probationary period.
Buying additional annual Leave	Another newly introduced benefit is the option to buy up to an additional five days/ 1 week annual leave	Upon passing probationary period.
Unpaid leave	Where you may require some time off for reasons that do not fall within any of the leave categories available, employees are able to request two weeks unpaid leave	Upon passing probationary period.
Sick pay	Cycling UK offers four months of full pay per rolling year while an employee is on sick leave.	Upon passing probationary period.
Wellbeing and staff engagement activities	Cycling UK are keen to ensure staff remain connected and have a range of engagement activities to join including quizzes, coffee chats, learn more sessions, skills workshops and a monthly all staff virtual meeting	On joining Cycling UK.
Cycling UK membership	Full membership to Cycling UK, including access to all member benefits and insurance including, but not limited to: <ul style="list-style-type: none"> o Up to £10m third party liability insurance cover o Free legal advice from our Incident Line o Discounts across selected retailers o 20% staff discount on full-priced products at Cotswold Outdoor, Runners Need, and Snow + Rock 	On joining Cycling UK.
Cycle to work scheme	A Cycle to Work scheme is a government initiative which offers the most cost-effective way to get new cycling equipment. The scheme is run through the employer, meaning you do not have to pay tax or national insurance on selected products which could save you up to 42%. This reduced cost is then deducted out of your payslip over 12 or 18 months.	Upon passing probationary period.

	<p>Cycling UK offer two schemes allowing each employee can choose which would suit them best:</p> <ul style="list-style-type: none"> ○ Green Commute Initiative: Green Commute Initiative is the industry-leading cycle to work scheme which is the best deal for employees, employers and bike shops. GCI's pioneering scheme was the first to have no £1,000 limit, allowing employers to set their own scheme limits. ○ Cyclescheme: Cyclescheme no longer has a limit! This means you can save money on everything you need. Go for a bike, a bike and accessories, or just accessories – it's your choice! 	
Industry discounts	Discounted products online at Rapha, Sigma Sport, Endura, and Primal.	On joining Cycling UK.
Cycling, car and motorcycle mileage	<p>When travelling on business, Cycling UK offers employees mileage rates payable at:</p> <ul style="list-style-type: none"> ○ Car = 40p per mile ○ Bike and motorcycle = 20p per mile 	On joining Cycling UK.
Employee assistant programme	Cycling UK provides access to an Employee Assistance Programme with Legal and General for all our staff to access. This positive, preventative, and supportive service offered by Health Assured	On joining Cycling UK.
Perkbox	All staff can access Perkbox Gold which include perks on the go such as industry discounts, well-being / fitness app and 250+ discounts.	On joining Cycling UK.
Charity workers discount	As an employee of Cycling UK, you can join charityworkerdiscounts.com to take advantage of savings and discounts offered as a benefit of working in the charity sector. This benefit is not provided by Cycling UK directly, but as an employee of the charity, you can take advantage of this.	On joining Cycling UK.