

# SDA Benefits



# Everyday Discounts

We are pleased to work with a number of partner organisations to provide great discounts and special offers for SDA employees to enjoy.

Benefit	Details
<b>MOD Discount Schemes</b>	<p><b>There are a number of discount schemes available to SDA employees:</b></p> <ul style="list-style-type: none"><li>• Such as the <b>Defence Discount Service</b> for great discounts on goods and services.</li><li>• Discounts on insurance, shopping, holidays, banking, new cars, attraction tickets, cinema, travel, leisure and roadside rescue with <b>Boundless</b></li><li>• With <b>Forces Mutual</b> you can take advantage of generous discounts on a range of financial services and products including healthcare and insurances.</li><li>• Specially negotiated rates of insurance for Civil Servants through the <b>Civil Service Insurance Society</b>. This includes car, home and health insurance</li></ul>
<b>SDA Online Benefits Portal</b>	We are also pleased to offer a range of everyday savings and discounts through SDA's dedicated <b>online benefits portal</b>

# Family Friendly

Adding to, or starting a family can be a joyous time and we are here to support you, to protect your safety, and your baby's safety, when you are at work. We provide a range of enhanced benefits to support all stages of your journey through life, as well as your career development.

What's on offer?	
<b>Maternity, Paternity, Adoption Leave</b>	<b>SDA offers an enhanced maternity and adoption leave package.</b> If you meet certain conditions will receive 100% of salary during the first 26 weeks, followed by 13 weeks pay at the rate of SMP. All pregnant employees are entitled to time off for antenatal care, which will be paid at your normal rate of pay. Employees who are fathers / partners have a statutory right to accompany an expectant mother to ante-natal appointments. In addition, Special Paid Leave can be granted for up to two appointments.
<b>Paternity</b>	The <b>SDA enhanced benefit</b> is up to two consecutive weeks at 100% pay
<b>Shared Parental Leave</b>	We will <b>help you achieve greater flexibility</b> over who, how and when leave is taken to care for a new-born baby or newly adopted child
<b>Tax-Free Childcare</b>	We will <b>help you to access Tax Free Childcare</b> through the Government childcare scheme. All eligible parents will be able to claim up to £2,000 per child per year (or £4,000 if your child is disabled) towards the cost of childcare. You contribute 80% and the government contribute 20%, so it is equivalent to not paying tax (hence the name)
<b>Parent Hub</b>	We also provide childcare news and parenting advice through the <b>Parent Hub</b>

# Holidays and Leisure

We all need adequate restorative rest to maintain good health. A holiday is something to look forward to and a chance to recharge your batteries for the whole year ahead. There are a number of ways in which we can enhance your leisure time.

Benefit	Details
<b>Holidays</b>	If you work for us on a full time basis we will give you 25 days annual leave, and this will then increase by one day each year to a maximum of 30 days after five years' service. You'll also receive eight days bank holiday plus an extra bank holiday for the King's birthday. The leave year at SDA runs from 1 <sup>st</sup> May to 30 <sup>th</sup> April
<b>CSSC Sports and Leisure</b>	From family days out, trips to the cinema or the thrill of trying something completely new, our awesome range of things to do will have something perfect for you. Helping you to exercise your mind, body and soul.
<b>Travel and package Holiday offers</b>	Slowing down and taking a break is one of the best ways to reset the body clock. We'll make sure you have plenty of time to rest and recharge. Working with our external partners, we will bring you up to the minute and exciting holiday and leisure offer deals
<b>Holiday Advance Loan</b>	We can even arrange a salary advance to help you pay for it all
<b>Cycle to Work <i>with Halfords</i></b>	Save £££'s when you buy a bike, through salary sacrifice. All sorts of Bikes and cycling equipment; Electric, Hybrid, Mountain, Road, Classic, or Folding. <b>Up to £4,000 bike and equipment.</b> Choose from over 465 Halford Stores or 1,100 independent bike shops
<b>Volunteering</b>	Volunteering can make a real difference to your own life and the lives of those around you. There are loads of ways to get involved, we will even grant an additional <b>6 days paid Special Leave</b> to support your desire to give something back through volunteering

# Health and Wellbeing

We all need to feel contented, healthy and happy – these are important aspects of our wellbeing. How we are doing impacts all aspects of our lives. We have a range of ways to support your wellness.

Benefit	Details
<b>SDA Health and Wellbeing Portal</b>	Our <b>Health and Wellbeing Strategy</b> sets out our commitments to you and explores our expectations, principles and focus for the wellbeing agenda in the coming years. We recognise the importance of health and wellbeing, and have put together an online portal with a raft of useful tools and resources
<b>MOD Health and Wellbeing Portal</b>	As part of the MOD, you will also have access to more resources and even more information on Health and Wellbeing and <b>how we can support you</b>
<b>Eye Care Vouchers</b>	<b>We have a Corporate Eyewear Scheme with Specsavers.</b> The scheme enables you to take a pre-paid voucher into a branch of Specsavers, so that you can pay for an eye test and choose spectacles from the £45 range, to include standard single vision lenses plus a scratch-resistant treatment. There is also the opportunity to upgrade to a more expensive range by paying the difference yourself
<b>On site gyms and MyGymDiscounts</b>	<b>Some of our work locations have gym facilities – or you can access a network of local gyms by taking advantage of MyGymDiscounts.</b> We have negotiated staff discounts with the UK’s largest network of gyms, health clubs, leisure centres, bootcamps and studios across the UK and Ireland. You can access savings at over 3,700 locations

# Health and Wellbeing

Benefit	Details
<b>Employee Assistance Programme</b>	<b>Our Employee Assistance Programme with Health Assured will give you the comfort that you will feel supported at work.</b> It is an independent way to help you deal with personal problems that might adversely impact your work performance, health and wellbeing. Health Assured run a 24/7 confidential helpline which provides support on a range of issues including alcohol and drugs issues, counselling, relationship advice and support with stress and anxiety
<b>Mental Health First Aiders</b>	In addition, we believe that mental health skills and awareness training are key components for a safe, healthy workplace. We have a number of <b>trained Mental Health First Aiders</b> to support you
<b>Bereavement and Compassionate Leave</b>	If you need to take time off following the death of a loved one; or to look after a dependent or to support or care for someone close to you who is sick, SDA will grant you 5 days paid leave

# Flexible Working

We want you to enjoy a healthy work life balance, so we offer a number of flexible working options, including working from home, job sharing or varying your working hours.

Benefit	Details
<b>Working From Home</b>	The way we work has changed significantly in a short space of time. If you are working from home we have developed guidance and advice to ensure you work safely, effectively and in a compliant manner
<b>Job Sharing</b>	Job-sharing is one option if you are looking to work part time. It will also enable you to continue to develop your career while balancing your own or family needs
<b>Working Patterns</b>	As well as a flexi-time scheme and homeworking, there are options to work part-time, part-year (term-time only), job share, compressed week or fortnight, and to accommodate partial retirement

# Learning and Development

Our ambition is to help you become the best at what you do. We want to support you in strengthening your current skills and give you the opportunity to develop new skills; through training and through experiences. There are a range of ways in which we are creating positive opportunities for everyone at SDA to learn and develop.

Benefit	Details
<b>Helping you progress</b>	We want to grow a motivated team who are equipped to do their job. Your Delivery Manager will help you identify learning needs to support your development in your role; but we will enrich this experience through our comprehensive training offering which will run alongside a variety of development opportunities
<b>Development Programmes</b>	Our Talent Strategy aims to ensure all employees are supported to learn and develop, our programmes includes: Fast Stream, Positive Action Pathway, Apprenticeships, Future Leaders Scheme and our High Potential Scheme
<b>Professional Development</b>	Your function will support you as you hone your professional skills.. At SDA we will strive to find opportunities like leadership development schemes, mentoring and coaching, study for professional qualifications and secondments, to help you develop your career
<b>Nuclear Community</b>	The MOD Civilian Nuclear Community includes civilian personnel who possess the nuclear competence required for the safe and effective delivery of the Defence Nuclear Programme. We recognise that competence development is essential to the effectiveness and vibrancy of the business. This is supported by the Nuclear Competency Framework and Competence Development Plan. Nuclear Institute membership is strongly encouraged
<b>Membership of a professional body</b>	We offer funding for subscriptions to professional associations to help our people develop their professional and wider skills
<b>Internal Promotion</b>	Not only do we want to attract the best people, we want to keep them. Offering you long-term career and development opportunities is important – and the right thing to do. Internal promotion allows us to identify and develop our best people
<b>Reservists</b>	Please let us know if you are a Reservist, provided you have given 28 days' notice you will be granted 15 days paid Special Leave for the purpose of Reservist Training. If you are a Cadet, we will give you 5 days paid Special Leave to attend the annual Cadet Camp

# Financial Assistance

Should you need financial assistance, we can support you by providing interest free loans to cover the costs of tenancy deposits, car parking, cycle purchases and rail season tickets. At any one time the maximum financial assistance the SDA will provide is £10,000.

Benefit	Details
<b>Tenancy Deposits</b>	We offer an interest free loan, repayable over a maximum of 12 months, for the purpose of helping you to secure accommodation in a rental property
<b>Season Ticket Advance</b>	An advance on salary towards the cost of a season ticket for travel (including car-parking, ferry, toll bridge or tunnel)
<b>Workspace Advance</b>	<p>With working arrangements changing dramatically, we are committed to supporting employees as they work from home.</p> <p>We offer an advance of salary of up to £5,000 to cover the cost of employees making necessary improvement to their home office to create a productive and safe working space.</p>
<b>Credit Unions</b>	We offer access to Joining Forces Credit Unions. These are not-for-profit financial cooperatives that provide a range of savings and loan products to their members. They incentivise strong financial wellbeing by encouraging saving, as well as being ethical lenders that can provide lower interest rates than high street lenders.

# Recognition

We are truly a team in every sense: we believe in one another and support one another as we all work collaboratively toward a common goal. And, we appreciate that a reliable member of the team, is the best gift a team leader can have. Saying thank you shows appreciation for a good job well done. It's part of the way we operate, part of our culture

Benefit	Details
<b>In-Year Scheme</b>	Our in-year recognition scheme provides the opportunity for one-off recognition awards during the performance year for exceptional delivery and going above and beyond
<b>Performance Awards</b>	SDA aim to recognise the important part everyone plays in the success of our organisation. Individual contribution is reflected through end of year performance ratings and rewarded through the Performance Award

# Networks

We have many ways to keep you connected with the communities that share your passions, this includes our Diversity and Inclusion Networks. These are a really good way of promoting diversity and building a sense of community. They provide a safe space for colleagues to support each other and raise issues which affect them at work, as well as helping us all to grow our understanding of different perspectives

**The Charity for Civil Servants**

**Carers' Network**

**Christian Network**

**Disability Network**

**Fibromyalgia and Myalgic Encephalomyelitis Network**

**Neuro Inclusivity Network**

**Next Generation Network**

**Pride Network**

**Race and Culture Network**

**Women's Network**

**Cancer Network**

**Fairness and Equality Advisors**

**Heads Together Network**

**Go Green Network**

**Volunteer Network**

**Social Mobility Network**

# Core Benefits

Benefit	Details
<b>Salary</b>	Your salary is the fixed amount we pay you each month for the work that you do; it is also known as basic pay; it will be paid into your nominated bank account on the last working day of each month
<b>Pension</b>	We offer two pensions schemes, Alpha which provides certainty over how much pension you will receive, and Partnership which gives flexibility over investments
<b>Life Assurance</b>	In the event that you might die whilst in employment with us, we offer a death in service benefit which is linked to your pension scheme. As part of the Alpha scheme, we will pay two times your final pay or five times the pension, whichever is greater. For Partnership, we will pay three times your pensionable pay and refund the pension value that has built up
<b>Employee Assistance Programme</b>	<b>Our Employee Assistance Programme with Health Assured will give you the comfort that you will feel supported at work.</b> It is an independent way to help you deal with personal problems that might adversely impact your work performance, health and wellbeing. Health Assured run a 24/7 confidential helpline which provides support on a range of issues including alcohol and drugs issues, counselling, relationship advice and support with stress and anxiety