

## **IPS employment benefits**

### **Annual Leave and Privilege Holidays**

Accrual of annual entitlement begins as soon as you as you join IPS. You will receive 25 days annual leave with an extra 5 days when you have been with us for 6 years. In addition to your annual leave you are also entitled to 8 public holidays plus 2.5 privilege days. The privilege days are usually taken on fixed days (an additional day for the Queen's Birthday, an extra day at Christmas and ½ day for Maundy Thursday) or at other agreed days where business needs require that the office remains open on privilege leave days.

### **Special Paid Leave**

Up to 5 days special leave with pay is available to enable employees to deal with unexpected domestic emergencies. Special leave with pay with varying limits is also available for a range of non domestic reasons. This includes study leave, jury service, voluntary and other public service-related work.

### **Flexible Working**

Full time hours are generally 36 per week in London, and 37 per week outside London. IPS staff have the opportunity to apply to work flexibly. We are able to accommodate, subject to meeting business and operational needs, a number of flexible working arrangements to help employees gain the most out of their time and working day as well as to enable them to balance work and home commitments. The arrangements available include part-time working and job-sharing and, where appropriate, home-working, compressed hours and term time working.

### **Career and Personal Development**

If you are studying towards a professional or specialist qualification relevant to your role in IPS , we may sponsor your study costs as well as provide you with study leave. IPS also provides staff with access to in house training which can lead to a professional qualification. In addition there are a range of career and personal development programmes to enable you to reach your full potential.

### **Flexi Time**

The Home Office operates subject to business requirements a Flexi-time system which provides employees (apart from shift workers) with flexibility over when they start and end their working day within core periods. It also allows employees to accrue flexi-hours as credits. These can then be taken as Flexi Leave in addition to the annual leave and the Public and Privilege holiday entitlement.

### **Childcare Support**

IPS operates a Childcare Voucher Salary Sacrifice Scheme for staff. Staff can choose to take part of their salary in the form of childcare vouchers. As the vouchers are exempt from Tax and NI, a saving is made. The vouchers can be used to help meet the costs of registered childcare.

The Home Office also provide a number of Family Friendly Benefits such as maternity leave and pay, parental leave, adoption leave and career break.

## **Pension**

As a new civil servant you will have the option of joining either of the following pension schemes.

Nuvos – Occupational pension scheme based on your pensionable earnings in each year you are a member with a pensionable age of 65. Contributions are currently 3.5% of pensionable earnings. The Nuvos pension scheme is a career average pension scheme. Your pension will be based on an accrual rate of 2.3% of pensionable pay each year and increased in line with Retail Price Index. You will also be able to exchange some of your pension for a tax free lump sum should you wish to do so.

Partnership – This pension provides a way of saving for retirement. We will make contribution on your behalf to a stakeholder pension, which is a form of personal pension. The employer contributions will vary according to your age at the beginning of the tax year. You decide how much you want to contribute but you do not have to contribute anything. If you do contribute, your employer will match your contribution up to 3% of pensionable earnings.

Other benefits of the civil service pension scheme are:

- death in service benefits
- injury benefit
- the option of purchasing added pension provisions
- compensation scheme if you are made redundant or are unable to work for medical reasons. Further details can be obtained from <http://www.civilservice.gov.uk/pensions>.