

## Employee Benefits Overview

### LEAVE

#### Holiday

27 days per full holiday year plus bank holidays (pro-rata for part-time workers working less than 5 days per week).

#### Holiday Purchase & Carry Over

You may purchase up to 5 additional days' holiday per year (pro-rata for those working less than 5 days per week). You may carry over up to 3 days per year (to be taken by the end of March) (pro-rata for those working less than 5 days per week).

#### Sick Pay

Following completion of your probationary period, if you are absent through illness in any 12-month rolling period you will be paid as follows:

30 working days for fee earning and managerial staff and 15 days for support staff (pro-rata for part-time workers). Sick pay will be paid at the statutory rate during probationary and notice period.

#### Maternity Leave

27 weeks at the current SMP rate per week or 90% of your average weekly earnings if this is less than the prevailing SMP weekly rate.

#### Paternity Leave

2 weeks' leave paid at your basic pay rate. Payment at this rate is subject to satisfying the standard qualifying length of service criteria.

#### Parental Leave

Leave entitlement is 18 weeks' unpaid for children up to the age of 18 for each child or adopted child, subject to you satisfying the standard qualifying length of service criteria.

#### Day off for your Birthday\*

Agree a day with your line manager to take during your birthday month.

### PENSION

#### Aviva Pension Scheme

In your second month of employment, you will be auto-enrolled into the firm's group personal pension scheme. In line with government rules, you are currently required to pay a minimum contribution of 5% and the firm will pay 3% of your gross annual basic salary. Following completion of your probation period the firm will pay up to 5% matched contribution. This will be through a salary exchange scheme providing you exceed the minimum salary threshold.

### FLEXIBLE BENEFITS

You will have access to the firm's flexible benefits platform, where you can select from a range of voluntary benefits in January & June.

#### Critical Illness Cover\*

Optional to join the firm's critical illness cover, providing a lump sum payment on diagnosis of critical illness (as specified, and subject to conditions).

#### Dental Insurance\*

Optional to join the firm's dental insurance cover, through the firm's chosen provider.

#### Give As You Earn\*

Give money to charity before tax has been paid.

#### Life Assurance\*

Option to increase your life assurance cover at your own cost.

#### Tax Free Cycles\*

Option to lease a bike over 12 months, paying through salary sacrifice with the firm and at the end of the lease period you will have the opportunity to purchase the bike at its deemed value.

#### Travel Insurance\*

Travel insurance provided by the firm's chosen provider.

#### Voluntary Medical Cash Plan\*

Optional to join the firm's medical cash plan arrangement, providing access to a low cost medical cash plan through the firm's chosen provider.

### WELLBEING

#### Private Medical Insurance (PMI)

After completing one year's service, you will be eligible to apply to join the firm's group PMI scheme. Please note that your policy will not cover pre-existing conditions. Membership is subject to acceptance of your application by the provider.

At your own cost, you have the option to add members of your family in June and January.

#### Gym Discounts\*

You will be immediately eligible to access the firm's **gym discounts** platform, giving you access to reduced rates at over 3,000 gyms.

#### My Active Discounts\*

You will be immediately eligible to access the firm's active discounts platform, giving you access to discounts on health, fitness, leisure and wellbeing goods.

#### Employee Assistance Scheme\*

Confidential access to an Employee Assistance Plan (EAP) Helpline. Whether you have a simple question or a complex concern, the service is there to help you and your family with practical information and advice covering a range of topics affecting health, family, money matters and work.

#### Life Assurance

Upon joining the firm, you will be included in the firm's group Life Assurance Scheme. The life cover equates to four times your basic salary (subject to the rules of the scheme).

### INTERNAL SCHEMES

#### Recruitment Referral Fee\*

For the successful referral of anyone who joins the firm, subject to completion of probationary period and other qualifying criteria (subject to tax & NI).

#### Long Service Awards\*

The firm recognises those who have achieved certain lengths of service by rewarding them with a cash payment.

#### Staff Discounts for Residential Property Costs\*

Discounted conveyancing fees for property sales and purchases.

#### Client Referral Bonus Scheme\*

Bonus scheme for successful client referral into the LIME Personal Injury & Clinical Negligence Team (subject to tax & NI).

### INTEREST FREE TRAVEL LOAN\*

An interest free annual season ticket loan for rail, bus, metro travel or car parking (in certain offices) repayable in 12 instalments. Available upon completion of probationary period.

**These terms and benefits apply to all employees employed on Shakespeare Martineau terms and conditions of employment – the basis on which these benefits are available is subject to individual terms and conditions.**

*\*indicates discretionary (non-contractual) benefits*