

East Anglia's Children's Hospices (EACH)

Welcome Bonus – Terms & Conditions



The following terms and conditions apply to the Welcome Bonus and will form part of your contract of employment when you commence employment with East Anglia's Children's Hospices (EACH).

To be eligible to receive the Welcome Bonus, the following rules will apply:

1. Employees who have worked for EACH previously (on a permanent, fixed term or bank contract) will not be eligible for the bonus unless there has been a break in tenure of 10 or more years.
2. Your application has not been made by any other recruitment partners.
3. You have accepted a permanent position at EACH which has been previously agreed by the Management Executive Team (MEX) as eligible for the Welcome Bonus.

Amount of Welcome Bonus

The amount of the Welcome Bonus will be determined and approved by MEX.

1. The amount is based on a 37.5 hours per week position and is set at £2,000.
 - a. £1,000 paid in first pay run after joining EACH
 - b. £1,000 payable after 18 months continuous service
2. New hires to part time roles will receive a pro rata Welcome Bonus based on the percentage vs the full time equivalent.

Specific Terms

1. You will become eligible to receive the first part of the payment once you commence employment with EACH.
2. Your first Welcome bonus payment will be paid to you in your first salary following your appointment.
3. Your final Welcome bonus payment will be paid to you in the proceeding month after your 18 month employment anniversary with EACH.
4. The Welcome bonus is non-pensionable and a non-reoccurring payment.
5. The Welcome bonus payment will be subject to the normal deductions of Tax and National Insurance.
6. The Welcome bonus payment will be pro rata of 37.5 hours based on the number of hours you are contracted to work.
7. Should you choose to leave EACH within the first 24 months of employment, you will be subject to the following repayment plan:
 - o 100% repayment – if you leave within the first 12 months of your employment start date
 - o 50% repayment – if you leave within the first 24 months of your employment start date
 - o Repayment monies will be taken from your final salary payment

EACH reserves the right to terminate or amend the rules of the scheme at any time.