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# EMPLOYEE BENEFITS SUMMARY – UNITED KINGDOM

## Core Benefits

<table>
<tr><th>Benefit</th><th>What you receive</th></tr>
<tr><td>Statutory Leave</td><td>
Holiday<br>
Full-time employees are entitled to the following annual holiday, in addition to bank and public holidays and 3 additional days at the end of the year.<br><br>
<table>
<tr><th></th><th>Upon Joining</th><th>After 5 years</th></tr>
<tr><td>Associate Director and Above</td><td>25 days</td><td>Nil</td></tr>
<tr><td>Below Associate Director</td><td>22 days</td><td>25 days</td></tr>
</table>
<br>
Employees may carry forward up to 5 days of annual holiday, which must be used by the end of December in the following calendar year.<br><br>
Flextime<br>
Employees (up to and including Senior Manager level) who work beyond their contracted hours may take the additional hours as time off with prior approval from their manager. Full-time employees may take up to 10 flex days per calendar year, subject to sufficient accrued flextime. The entitlement is pro-rated for part-time employees.<br><br>
Sick Leave<br>
Effective 6 April 2026, Statutory Sick Pay (SSP) is payable from the first full day of sickness absence at 80% of average weekly earnings or the statutory weekly rate, whichever is lower. Employees may receive Association UK Sick Pay at full base salary, based on their length of service as follows:<br>
• Less than 1 month service – SSP only<br>
• 1 to 6 months' service – Up to 1 week of the Association UK sick pay<br>
• 6 to 12 months' service – Up to 2 weeks of the Association UK sick pay<br>
• 12 to 24 months' service – Up to 4 weeks of the Association UK sick pay<br>
• More than 24 months' service – Up to 6 months of the Association UK sick pay<br><br>
Maternity/Adoption Leave<br>
Eligible employees may take up to 52 weeks of maternity or adoption leave, subject to the applicable eligibility requirements. Where eligible, the Association provides up to 39 weeks of paid leave, followed by 13 weeks of unpaid leave.<br><br>
Neonatal Care Leave<br>
Effective 6 April 2025, eligible parents may take up to 12 weeks of neonatal care leave and pay if their baby is admitted into neonatal care.<br><br>
Shared Parental Leave<br>
Shared parental leave enables mothers to end their maternity leave and pay at a future date, and to share the untaken balance as shared parental leave and pay with their partner, or to return to work early from maternity leave and opt in to shared parental leave and pay at a later date. The amount of shared parental leave to which an employee is entitled to will depend on when the mother brings their maternity leave period to an end and the amount of leave that the other parent takes in respect of the child.
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| Benefit | What you receive |
|---|---|
| **Statutory Leave** | **Paternity/Relevant Parent Leave**<br>Effective **1 January 2024**, employees who are the "relevant parent" are entitled to 10 consecutive working days of paid paternity/relevant parent leave for the birth/adoption of a child.<br><br>**Parental Leave**<br>Effective **6 April 2026**, eligible employees may take up to 18 weeks of unpaid parental leave for each child under the age of 18, regardless of their length of service.<br><br>**Dependent's Leave & Carer's Leave**<br>Employees will be able to take reasonable unpaid dependent's leave for urgent incidents of real need involving a dependent.<br><br>Effective **6 April 2024**, eligible employees are entitled to take up to 1 week of unpaid carer's leave per year to care for a dependent with a long-term care need.<br><br>**Compassionate Leave**<br>Employees are entitled to 5 days of paid compassionate leave to make arrangements and attend the funeral following the death of an immediate family member. Compassionate leave of up to 5 days in a 12-month period is also available to take care of a dependent or to come to terms with a critical illness or injury of an immediate family member or serious personal relationship problems.<br><br>**Parental Bereavement Leave**<br>Effective **6 April 2020**, eligible employees can take up to 2 weeks of paid time off if they or their partner had a child who has died under 18 years old or had a stillbirth after 24 weeks of pregnancy.<br><br>**Bereaved Partner's Paternity Leave Policy**<br>Effective **6 April 2026**, eligible employees can take up to 52 weeks of bereaved partner's unpaid paternity leave if the mother or adopter of their child dies within the first year of their child's life or adoption.<br><br>**Jury Service**<br>Employees are entitled to time off to attend jury service and will continue to receive their normal pay throughout this period. |
| **Non-Statutory Leave** | **Lieu Leave**<br>Where an employee works additional hours at the weekend and is not eligible for overtime payment, they may accrue lieu time instead. The manager must authorise the lieu day, as flex time cannot be accrued for weekend working. |
| **Global Leave** | **Study and Exam Leave**<br>Employees are entitled to take up to 6 days of study and exam leave per academic year (subject to the Manager's approval) when undertaking courses that are sponsored by the Association.<br><br>**Volunteer Day**<br>Employees are entitled to 2 days of paid leave per year to take part in volunteer work (subject to the Manager's approval) for eligible organizations. |

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| **Global Leave** | **Time Off for Fertility Treatment**<br>Employees are entitled up to 5 days of paid leave in one year for an employee to undergo fertility treatment.<br><br>**Pregnancy Loss**<br>Employees who have been affected by a pregnancy loss (including partners and those with a surrogate mother) are entitled to paid time off, in line with the compassionate leave policy.<br><br>**Sabbatical Leave**<br>Eligible employees with more than 12 months' continuous service are entitled to request unpaid sabbatical leave. Sabbatical leave is subject to a minimum period of 6 weeks and a maximum period of 12 months. |
| **Global Working Guidance** | **Menopause**<br>The Association provides guidance for employees and managers to enable them to be able to support employees who are experiencing menopause-related symptoms. The Association provides a safe working environment for all employees and therefore will ensure that adjustments and additional support are available to those experiencing menopause symptoms. |
| **Healthcare Benefit** | **Private Medical Insurance**<br>Provides access to private consultations, diagnostic tests, hospital treatment and specialist care, including physiotherapy and eligible mental health treatment. Cover is provided on a medical history disregarded basis, with no pre-existing condition exclusions.<br><br>Employees are automatically covered under the core single plan, with the option to add partner and/or children's cover at an additional cost. A £100 annual excess applies.<br><br>**Healthcare Cash Plan**<br>Reimbursement towards everyday healthcare costs, including dental, optical, physiotherapy and health screening. Silver Level cover for employees and eligible children is provided as a core benefit and funded by the Association, with options to upgrade or add partner cover through the flexible benefits allowance. |
| **Life Assurance** | Employees are covered for a death in service benefit from their date of hire which is fully funded by the Association. Effective **1 January 2024**, employees will receive core Life Assurance of 4 times basic annual salary. Employees who were members of the Stakeholder Pension Scheme before this date will receive 6 times basic annual salary.<br><br>Employees can increase their cover or use their Flexible Benefits Allowance or salary deductions to purchase cover for their spouse/partner. |
| **Group Income Protection** | Income protection provides income replacement if you are unable to work due to long-term illness or injury, including where you are medically advised to reduce your working hours.<br><br>The Association provides Income Protection as a core benefit to pension scheme members, with cover of 75% of basic annual salary. The benefit becomes payable after 26 weeks of absence, subject to meeting the provider's definition of disability. Payments increase by 3% annually and may continue for up to 5 years, until State Pension age, or until you are fit to return to your previous role. |

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<table>
<tr><th>Benefit</th><th>What you receive</th></tr>
<tr><td>Pension (Aviva)</td><td>Employees are automatically enrolled from day one with a 3% employee contribution and 6% Association contribution. By default, pension contributions are made through salary sacrifice, unless you have chosen net pension contributions or are on a legacy contract. Where net contributions apply, basic rate tax relief is added to your pension contribution by the pension provider. Please see the table below for details.<br><br>Employees who joined the plan pre 1st January 2024
<table>
<tr><th>Age</th><th>Employee Contribution</th><th>Employer Contribution</th></tr>
<tr><td>Up to and including 39</td><td>3% (2.4% net contribution from salary, if chosen)</td><td>6%</td></tr>
<tr><td>40 to 49</td><td>4% (3.2% net contribution from salary, if chosen)</td><td>12%</td></tr>
<tr><td>50 and above</td><td>5% (4% net contribution from salary, if chosen)</td><td>15%</td></tr>
</table>
Employees joining the plan from 1st January 2024
<table>
<tr><th>Tier Level</th><th>Employee Contribution</th><th>Employer Contribution</th></tr>
<tr><td>Tier 1</td><td>3% (2.4% net contribution from salary, if chosen)</td><td>6%</td></tr>
<tr><td>Tier 2</td><td>5% (4% net contribution from salary, if chosen)</td><td>8%</td></tr>
<tr><td>Tier 3</td><td>7% (5.6% net contribution from salary, if chosen)</td><td>10%</td></tr>
</table>
In addition to the above, employees can make monthly Additional Voluntary Contributions (AVCs) through the scheme, funded entirely from their salary.</td></tr>
<tr><td>Other Benefits</td><td>WeCare Program<br>WeCare Program provides employees and eligible family members with access to a range of health and wellbeing services, including 24/7 online GP consultations, mental health support, life events counselling, financial and legal guidance, and wellbeing resources.<br><br>Gym Discounts<br>Access discounts of up to 25% off at thousands of gyms, leisure centres, health clubs, yoga or pilates studios and bootcamps across the UK through MyGymDiscounts.<br><br>Eye Care Vouchers<br>Employees may receive an Eyecare Voucher covering a sight test and prescription glasses suitable for Display Screen Equipment (DSE) use. Vouchers can be requested every 2 years, or as advised by an optician, with the cost paid directly by the Association.<br><br>Flu Vaccination Voucher<br>The Association offers UK employees a free voucher for a seasonal flu vaccination. Vouchers can be requested through MyRewards at any time during the year.<br><br>Shopping discounts<br>Access a range of shopping discounts and offers through Perks at Work, covering a variety of retailers, restaurants, travel and leisure providers.</td></tr>
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| **Other Benefits** | **Business Travel Insurance**<br>Employees who are required to travel by air on a single or annual trip for business purposes are eligible for Business Travel Accident Insurance.<br><br>**First Aider and Fire Warden Allowance**<br>Employees who are trained and appointed to the role of First Aiders, Mental Health First Aiders or Fire Wardens and are required to come into the office periodically to fulfil this role are eligible to receive an annual allowance of £120, in recognition of their contribution.<br><br>**Long Service Award**<br>When UK staff reach 20, 30 and 40 years of service with the Association, they will receive a monetary gift from CIMA Council, based on £50 per year of service. Employees will be invited to purchase a gift and present the receipt to CIMA's Corporate Affairs team for reimbursement. |
| **Learning and Development** | The Association provides reimbursement for short courses, professional memberships, certification and CIMA qualification, subject to the Manager's recommendation and Corporate Learning and Engagement team's final approval. |
| **Membership Fees** | **Association Membership Fees**<br>The Association employees who meet the criteria for membership are invited to join at no cost. Whether the employee is a CIMA student or a member or a CPA, working towards their license or working in finance and technical functions, the employee can enjoy all the member benefits, as a benefit of employment. If an employee is already a member, the Association will cover their membership fees at the next renewal invitation.<br><br>**Professional Membership Fees**<br>The Association will fund payment of up to 2 professional membership subscription fees per annum (this excludes the AICPA/CIMA/NCACPA memberships). These must be relevant to the employee's role. Membership of recognized professional bodies is paid for and subject to approval from the local departments. |
| **Summer Fridays** | The Association currently observes "Summer Fridays", where employees are allowed and encouraged to take a half day on the final day of their work week during the nine-week period of "summer" (usually between 1st July and 31st August). If employees want to take a full day off on a Friday, then they only need to use a half day of annual leave/paid time off to do so.<br><br>While Summer Fridays are not contractual or guaranteed, the Association understands the value of employees having additional time to be with families and rest from work, so will aim to offer the same or a similar initiative going forward if it continues to be of value to employees and the organization. |
| **Employee Assistance Program** | The Association offers all employees and their family members a global Employee Assistance Program (EAP) that provides free, comprehensive and confidential well-being support and resources. Key features of the service:<br>• No cost to you.<br>• Available 24 hours a day, 7 days a week, 365 days a year.<br>• Access to 8 counselling sessions per person, per issue, per year.<br>• Confidential counselling.<br>• Independent, impartial source of support.<br><br>More information is available on the Association Intranet (The Source) |

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## Flexible Benefits

| Benefit | What you receive |
|---|---|
| **Flex Allowance** | Employees will receive an annual taxable flexible benefits allowance of **£1,000**, which they can use to select benefits that best suit their individual needs.<br><br>The flexible benefits program includes the following options:<br><br>**Finance & Protection**<br>• Critical Illness Insurance<br>• Partner Life Insurance<br>• Personal Accident Insurance<br>• Voluntary Life Insurance<br>• Pension - Employer Contribution from Benefit Allowance<br>• Will Writing<br><br>**Health & Wellbeing**<br>• Cycle to Work<br>• Health Screening<br>• Private Medical Insurance<br>• Healthcare Cashplan<br>• Dental Insurance<br><br>**Leisure & Lifestyle**<br>• Holiday Trading<br>• Technology Purchase<br>• Travel Insurance<br>• Restaurant Discount Cards<br><br>More information is available via My Rewards Employee Benefits Portal. |

**This is an informational guide for employees and candidates for employment and is subject to change at any time without prior notice. It is not intended to create, nor will it be construed to form, a contract between the Association and any one or all of its employees or candidates for employment. This form contains summaries of the policies, programs and benefit plans. It does not provide complete details of benefits, coverages, or policies. The exact terms and conditions of the benefits are governed by Benefit Plan Documents. Any differences between this form and the plan documents are not intended, but if any differences are found to exist, the documents will govern. The Association reserves the right to modify, amend or revoke any employee benefits at any time.**

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