

# EMPLOYEE

## BENEFITS & ENTITLEMENTS GUIDE

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# REQUIREMENTS

CATEGORY	BENEFITS / ENTITLEMENTS	REQUIREMENTS
<b>Birthday Celebrations</b>	A birthday card & £20 voucher for all employees on their birthday	Available to all
<b>Family</b>	Enhanced paternity pay, topping up Statutory Paternity Pay (SPP) to 100% of your contracted hours for the 2 weeks of paternity leave	Employee qualifies after 1 year's continuous service
	Enhanced maternity pay, topping up Statutory Maternity Pay (SMP) to 100% of your contracted hours for the first 12 weeks of maternity leave	Employee qualifies after 1 year's continuous service
<b>Learning &amp; Development</b>	Love 2 Learn.	Available to all after 6 months continuous service
	Training sponsorship	Manager and managing director approval. Also, a training agreement to repay fees if you leave (details of repayment terms are listed within the company training policy and within this guide)
<b>Work-life Balance</b>	Flexible working	Available to all (subject to approval)
	Holiday buy-back scheme	Available to all after 1 year's continuous service
<b>Helping the Community</b>	One day's additional leave per holiday year for volunteering	Available to all
<b>Health &amp; Wellness</b>	50% Subsidised gym membership	Available to all
	Reimbursement of an annual eye test for all DSE users upon request	Available to all who qualify (DSE users only)
<b>Long service</b>	See long service award amounts	Available to all who qualify with service length
<b>Introductory Bonus</b>	An introductory bonus for successful recommendation of new staff	Available to all

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## BIRTHDAY CELEBRATIONS

We want to celebrate our team members birthdays, and so all employees will receive a birthday card from us along with £20 voucher on their birthday.

### HOW TO:

The process is managed and organised centrally by the People & Culture team.

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## FAMILY

To support our employees we offer enhanced maternity and paternity pay.

### Maternity

All expectant mothers are entitled to paid time off for key scans, and the company will provide enhanced maternity pay, topping up Statutory Maternity Pay (SMP) to 100% of average weekly earnings for the first 12 weeks of maternity leave. Employees are eligible for enhanced maternity pay after one-years continuous service.

### HOW TO:

**To arrange paid time off for key scans:**

- Speak directly with your line manager
- Add to your Planner on People HR as an 'Other Event' making sure to select 'Antenatal care'.

**To confirm eligibility for enhanced maternity pay:**

- You are required to provide proof of pregnancy to People & Culture, this is usually a maternity certificate known as MATB1 form which will be issued by your doctor/midwife 20 weeks before the due date.
- Proof must be provided at least 15 weeks before the baby is due, and you'll also need to confirm to People & Culture; when you would like to start and end your maternity leave in writing, along with the date you want to start your SMP giving at least 28 days' notice.

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## Paternity

The company will provide enhanced paternity pay, topping up Statutory Paternity Pay (SPP) to 100% of average weekly earnings for the 2 weeks of paternity leave. Employees are eligible for enhanced paternity pay after one-years continuous service.

### HOW TO:

You will need to complete an SC3 form and return via email to [peopleandculture@l-lynch.com](mailto:peopleandculture@l-lynch.com), at least 15 weeks before the baby is due. The completed form will confirm:

- The baby’s due date
  - When you want the leave to start
  - The leave duration e.g. 1 or 2 weeks (2 weeks can be taken non-consecutively and up to 12 months after the birth of the baby)
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## WORK-LIFE BALANCE

### Flexible Working

We understand that flexible working can offer a better work-life balance as well as boost productivity and employee well-being. Therefore, we welcome you to ask about flexibility and we will explore what is possible for your role.

### HOW TO:

- First, speak directly with your line manager. You will then need to complete a flexible working request form (available via People & Culture) and return to [peopleandculture@l-lynch.com](mailto:peopleandculture@l-lynch.com) and your line manager.
- We will consult with you on your request and confirm an outcome within two months.
- An outcome letter will be issued to you and your line manager.

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## Holiday buy-back scheme

This scheme allows you to buy extra days of annual leave. You can buy up to 5 days per holiday year. If you choose to buy extra annual leave, this is a salary sacrifice scheme so will result in an adjustment to your pay. The pay adjustment will be spread evenly over the holiday year.

### SCHEME CONDITIONS:

- Each year a ‘window’ will be opened for employees to buy extra annual leave. The window will be open for the first few weeks of January each year. Requests will not be accepted outside of this. The same applies for new joiners.
- The maximum number of holidays that can be bought will be the equivalent to an employee’s contractual working week e.g. 5 days (pro-rated for part-time employees).
- Only whole days can be bought (pro rata for part-time employees), and any bought leave cannot be sold back to the Company during the holiday year.
- Employee’s must take all their contractual annual leave plus any that is bought, within the holiday year.
- An employee’s annual leave entitlement for the holiday year will be amended once the window is closed, depending on whether additional days are bought.
- The Company may refuse an employee’s request following consideration of operational or business requirements. Where a request is refused or reduced, the manager must ensure there is a clear reason detailed and provided to the employee.
- Where annual leave has been bought and during the holiday year the employee is in receipt of a statutory payment, then it will not be possible to sacrifice pay for this time. Instead, a deduction will be calculated and applied when the employee receives full pay again.
- Where an employee has bought annual leave and is due to leave the Company, the standard holiday is pro rated and any holiday due or owing will be processed in the final pay, where additional days have been brought, they will not be included in the calculation and any payments made towards purchase will be refunded in the final pay.

### HOW TO:

- Employees must submit a request via the relevant holiday buy-back form, which will be communicated out centrally each year along with the dates to submit a request by.

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## LEARNING & DEVELOPMENT

### Love 2 Learn Scheme

All employees can receive up to **£250** towards any course or lesson of their choosing. This can be for anything you wish to learn about and does not need to be work related!

#### HOW TO:

All employees are eligible after 6 months continuous service.

- To sign up complete the 'Love 2 Learn Submission' online form
- Training/lesson(s) requests will first be reviewed by the training manager to ensure viability then approved by the line manager before any booking can commence.
- Each employee will only get one allocation of up to £250 per calendar year, if the employee is unable to attend the course for whatever reason, it will not be re-booked.
- If the training/lesson(s) is more than £250, then the employee is liable for the remainder of the cost.
- If the training is less than £250, the remainder cannot be used for any additional training/lessons.

### Training Course Sponsorship

We offer our employees training course sponsorship, though this is dependent on the evident benefit and relevance to both the role and business.

#### HOW TO:

- You will need to discuss your proposal with your line manager, then complete the Training Sponsorship form. The form will need to be signed off by both employee and line manager, before being submitted to the Training Manager for managing directors' approval.

Once an outcome has been decided, you will receive notification of this from the Training Manager, along with a Training Agreement form for you to sign. You will also receive a copy of our Training Policy, which outlines current terms in relation to the agreement.

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Our Training Policy stipulates the following:

## All staff

Employees who leave within 12 months of course completion	Repayment proportion
12 Months	100%

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## HELPING THE COMMUNITY

### Volunteer Day

Every employee is entitled to one day’s additional leave per holiday year, to volunteer with a registered charitable organisation.

Just email your line manager with what you want to do, when and why. Once approved, add to People HR by selecting ‘Other Event’ making sure to choose ‘Volunteer Day’ and provide email confirmation from your organised charitable event to People and Culture.

Alternatively, you can take advantage of one of our organised events that will take place as part of our chosen charity partnership. For information, please check the Company Intranet.

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## LONG SERVICE

We value our long-standing employees, and as a result offer a long service bonus. This is available to all who qualify with service length.

Length of service	Bonus amount
5 years	£250
10 years	£500
15 years	£750
20 years	£1000
25 years	£1250
30 years	£1500

### HOW TO:

The process is managed and organised centrally by People & Culture.

## HEALTH & WELLNESS

### Gym

We offer employees a 50% payment of your Gym Membership towards a gym of your choosing. However, this amount is capped at £60 per month.

### HOW TO:

This amount will be paid on production of your Gym invoice and must be provided to Payroll each month. For more information, please contact Payroll. We are not able to backdate late submissions past one calendar month.

### Eye Test

All DSE users are entitled to the full reimbursement of an annual eye test.

### HOW TO:

You will need to provide a copy of the receipt to People & Culture and then log this expense via Certify. We do not contribute towards the cost of glasses unless the glasses are for DSE work and the eye test shows that the employee needs specifically prescribed glasses for the distance of which the screen is viewed (where this applies, we will contribute a maximum of £40 towards the cost of the glasses). If an ordinary prescription is required, then we would not pay towards the cost of glasses.

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## INTRODUCTORY BONUS

For successful recommendation of a new employee to a current vacancy an introductory bonus will be awarded. The introductory bonus form must be completed and passed to Payroll as soon as the new starter joins. Applications will not be accepted later than one month after the new starter joins.

### **Operators, Service department, Haulage and Transport drivers**

£50 after the first full week/month worked and £150 payable after 3 months of continued services.

### **Office staff**

£100 after the first full week/month worked and £400 payable after successful completion of the 6 month probationary period.

### **HOW TO:**

Complete the Introduction Bonus Form and return to Payroll as soon as the new starter joins. For more information, please contact Payroll.

Payroll will return the form on the 3 / 6 month completion date where the remainder of the form including Managers comments and Director authorisation will need to be completed.

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