

Terms & Conditions of Employment Policy

Owner:	People, Culture & Operations Director
Last reviewed:	March 2025
This review:	February 2026
Recommended by:	Remuneration Committee February 2026
Next review:	March 2027
Approved by:	Board of Trustees March 2026

Training linked to policy: N/A

Distribution list:
All employees

Working hours

BBOWT normal full-time working hours are 35 hours per week excluding 1 hour per day for lunch. Future Nature Wildlife Trust Consultancy employees' normal full-time working hours are 37.5 hours per week.

BBOWT offers no paid overtime unless this is specified in your contract, however on occasions where significant overtime working is unavoidable to attend events, activities or meetings TOIL may be authorised in advance of the work to be done, at the discretion of the line manager. Working hours, including length of lunch break (to be no less than 20 minutes for any day of work exceeding 6 hours and not to be taken at the start or end of that working time) may be worked flexibly in roles where this is possible.

Annual Leave

Statutory minimum annual leave entitlement for full-time employees is 5.6 weeks, or 28 days inclusive of bank holidays. BBOWT employees are given 36 days total inclusive of bank holidays in the first year of employment, able to be taken from day one (pro-rated for part-time employees).

Leave entitlement increases to 37 days after one year of service, 39 days leave after two years of service, and 41 days annual leave after 3 years of service (maximum available, to increase only in years when the number of bank holidays increases due to ad hoc provision).

Employees may carry over up to 1 week's leave to the following leave year. This is pro-rated for part-time employees. Leave remaining beyond one week's leave (pro-rated) on 1 April, start of the new leave year, will be lost.

Occupational Sick Pay

The legal requirement for paid sick leave is [statutory sick pay](#) (SSP), which pays at a weekly rate reviewed yearly. BBOWT offers a sick pay scheme at full pay based on a rolling year as follows:

Length of Service	Weeks sick pay (full pay)
< 3 months	4

3 month – 1 year	4*
1 year – 2 years	16
2 year – 3 years	22
3 years and above	28

*in addition to 4 weeks available from day one to 3 months

Maternity, Adoption and Paternity Pay

Enhanced maternity, adoption and paternity pay are provided. Specific details are available from the People Team.

Life Assurance

The Trust has a Group Life Assurance Scheme. The scheme is designed to pay a lump sum of 3x basic salary in the event of death during employment from day one.

Pensions

BBOWT offer a salary exchange (salary sacrifice) pension scheme in line with the government auto-enrolment scheme. The contributions are outlined below.

	Staff Contribution	Employer Contribution
New Staff – first 3 months	Nil	Nil
Staff after 3 months	2%	7%

Working Arrangements

The Trust endeavours where feasible to accommodate requests for flexible working. There is a Hybrid working policy and procedure to support formalised part-time working from home arrangements. Any permanent changes to working arrangements must be agreed in writing by the People Team.

Salaries

All posts are evaluated using Croner Salary Search which indicates median pay based on the Rank (zero to nine) established via Croner Job Evaluation Tool. Salaries are reviewed annually against Croner median. Effective 1 April 2022 the salary paid will be no less than 8-10% below median, subject to financial feasibility.

Sabbaticals and Long Service Leave

Employees with five or more years' continuous service are eligible to request unpaid sabbatical leave. At five year intervals of service long service leave is also available. The Sabbatical Leave policy and the Long Service Award policy can be found on Bob in Company Documents, Benefits.

Whilst on sabbatical or long service leave all other terms of the employee's contract of employment will remain in force. These include notice periods, the duty not to disclose confidential information and membership of the organisation's pension scheme.

Childcare Vouchers

Employees with childcare costs who are already within our childcare scheme can claim up to £243 per month of childcare vouchers in lieu of gross salary, free of tax and national insurance. To remain in the scheme at least one voucher of at least £20 value, must be requested per year.

Bike to Work

The Trust operates a salary-sacrifice scheme whereby after 3 months of service employees can (within the limits of the Cycle Scheme arrangements) hire-purchase a bicycle (and cycling accessories) from their gross salary free of tax and national insurance over a period of 12 or 18 months.

Electric Vehicle Lease

The Trust operates a salary-sacrifice scheme whereby after 6 months of service employees can (within the limits of the Electric Vehicle scheme arrangements) lease a car, making payments from their gross salary free of tax and national insurance.

Regular performance conversations

Every employee is required to undergo at least one performance conversation a year in addition to the end of year meeting (in April). Employees may choose to take part in all three of the performance conversations on offer. Regular check-in meetings with their line manager at a frequency agreed between the employee and line manager will occur throughout the rest of the year.

Paid Birthday Leave

Employees are given an additional day of paid leave, equal to a normal working day for that employee, that must be taken within the two weeks surrounding their birthday (week before to week after).

Balance Days

In addition to providing support for mental health through trained Mental Health First Aiders (MHFA) at work and via the Employee Assistance Programme below, BBOWT also offers two paid Balance Days per year, per employee. This is equal to two normal working days for that employee.

Paid Dependents' /Carer's Leave

BBOWT offers full pay for up to one working week per year (pro rata) for employees needing to take urgent/ unplanned time off to care for dependants.

Employee Assistance Programme (EAP)

All employees have access to an employee assistance programme, using an independent external provider via YuLife. A range of support services are provided, including a telephone counselling and advice line for any employee that may be facing problems either inside or outside work.

People, Culture & Operations Director
March 2026