



# Employee Benefits

## UK Permanent Employees

# Pay & Holiday

## Holiday

We offer 22 days starting holiday in addition to annual public holidays which increases with service as set out below. Holiday entitlements for part-time employees will be calculated pro-rata. Actual holiday entitlement, which will be calculated and presented in hours can be found in your individual Service Agreement.

Completed Years Service	Annual Entitlement
Less than 1 year	22 days, plus eight days for public holidays.
1 year	22 days, plus eight days for public holidays.
2 years	23 days, plus eight days for public holidays.
3 years	23 days, plus eight days for public holidays.
4 years	24 days, plus eight days for public holidays.
5 years	25 days, plus eight days for public holidays.

## Buying Extra Holiday

Colleagues are able to buy extra holiday from the company if needed if they are planning a special event or trip, or simply need to take time off work but have run out of holiday entitlement in their current holiday year.

## Loyalty Awards

To recognise loyalty, we offer the following Loyalty Awards and Holiday Entitlement increases for employees.

Years Of Service	Award	Holiday Entitlement
10 Years	£250	26 days
15 Years	£300	27 days
20 Years	£350	28 days
25 Years	£500	29 days
30 Years	£1000	30 days





## Life Assurance

We provide Life Assurance for all permanent employees who are aged between 16 and 75, subject to certain conditions. This benefit is provided without the requirement to provide any medical history in most cases. Colleagues also have the opportunity to nominate who they would wish their life assurance to be paid to which can be done through an Expression of Wish form which can be found on our Company Intranet site.

## Maternity & Adoption Leave

We are pleased to offer enhanced pay for the first 18 weeks of maternity and adoption leave as set out below. This is subject to colleagues having at least 26 weeks service, at 15 weeks before the expected birth date or at the point they are matched with a child for adoption and if normal earnings exceed the Statutory Maternity pay (SMP).

Period	Entitlement
<b>Week 1 to 6</b>	100% of your average weekly earnings. This is based on your average weekly earnings in the eight week period prior to the 15th week before your baby is born or prior to being matched with a child for adoption.
<b>Week 7 to 12</b>	75% of your basic weekly salary or lower rate SMP (whichever is higher).
<b>Week 13 - 18</b>	50% of your basic weekly salary or lower rate SMP (whichever is higher).
<b>Week 19 - 39</b>	90% of your weekly earnings or the lower rate of SMP (whichever is lower).

## Pension

We will automatically enrol you into a pension on the basis you meet certain criteria and are not already enrolled in a qualifying pension scheme with the company. You will be enrolled with a standard employee contribution of 5% of pensionable pay whilst the Company will contribute 3%. You can increase your employee contribution should you wish to. Our current pension provider is Standard Life and you can find more information on them [HERE](#).



# Health

## Employee Assistance Programme

Bupa Employee Assistance is a confidential and independent counselling, advice and information service, which is available at no cost to all permanent employees and Key Time Workers. It is available 24 hours a day, 365 day a year and provides instant access to a qualified Counsellor or Advisor who will give objective and expert advice on a wide range of personal and work related problems.

## Personal Accident Cover

Permanent employees are provided with 24 hours, 365 day world-wide cover for death or serious injury through accident. This cover provides scaled benefits dependent on the nature of a serious injury to a maximum of four times annual salary.

## Eye Test

If you have three months service and regularly use a VDU then you may be entitled to an eye test voucher. This voucher will provide you with your initial eye test and, if appropriate, a contribution towards spectacles for use with a display screen will be provided.

## Voluntary Flu Vaccination Voucher

As part of our commitment to the health and safety of our colleagues, flu vaccination vouchers are offered on a voluntary basis to all colleagues who would not qualify for a free flu vaccination through the NHS. These are offered annually during the Autumn / Winter period.



# Discounts

## Staff Vehicle Rental

Staff rental rates are available to permanent employees and immediate family members of permanent employees.

## Friends & Family Rentals

Friends & Family rates are available to friends of employees of the Europcar UK Group and to any family members that are not eligible to hire using staff rates.

## Cycle2work

We partner with the Halfords Cycle2work scheme, which provides permanent employees with a window of opportunity each year to sign up and make savings on a brand new bike.

## Accor Benefit - ALL Heartists Card

We are pleased to offer permanent employees, with over one year's service, an All Heartists discount card which offers access to discounted rates for hotel chains within the Accor group.

## EE Perk

EE are offering all employees of Europcar a fantastic 20% discount off the monthly line rental on all new handset, tablet, SIM only and mobile broadband products with a minimum plan length of 12 months.

## Shoe Vouchers

If your role involves valeting you may be entitled to shoe vouchers to assist with the purchase of work footwear. To qualify you must have been with the company for three or more months, work more than 15 hours per week and use the cleaning chemicals when valeting.

**Any non-contractual benefits listed in this document are subject to change and withdrawal. Existing colleagues should also refer to their service agreement to view their contractual entitlements which take precedence over this document.**