

# CHS CHS Employee Benefits

We're delighted to offer Children's Hearing's Scotland (CHS) employees an attractive benefits package. Below includes a selection of benefits available to you, including flexible working practices, discounts and resources to support working well.

## Supporting Work-Life Balance

### **Flexi Time and Flexible Working Hours**

We offer flexitime to help you manage your work and personal commitments more effectively. While specific arrangements depend on your role and team needs, we're committed to finding a balance that works for both you and the organisation. Colleagues have the ability to take up to 26 days flexi leave per year so that you can take time back when you need it.

### **Generous Annual Leave & Holidays**

Our leave year runs from 1 January to 31 December and includes:

- **25 days\*** annual leave, increasing to 30 days\* extra after 5 years' service
- **11.5\*** public holidays (eight days fixed)
- **1 Wellbeing Day** – to focus on yourself through preventative actions that promote self-care.

### **Volunteering Leave**

We offer **up to 4 days\*** of volunteering leave to support your involvement in community and charitable activities. This time is designed to help you give back to causes you care about

*\* Pro-rata for eligible colleagues*

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while maintaining a healthy work-life balance. Whether it's mentoring, helping at local events, or offering your professional skills, we encourage you to take advantage of this benefit to make a positive impact in your community.

## 💛 Special Leave & Family Support

- **5 days'** special leave for a range of personal circumstances, including compassionate and parental-related needs.
- Significantly enhanced **statutory maternity, adoption and paternity leave** payments (if eligible). We also offer enhanced **neonatal care** leave for eligible colleagues.
- **Enhanced sickness absence** benefit, dependent on length of service up to a maximum of 26 weeks full pay and 26 weeks half pay.

## Hybrid Working

### Central Edinburgh Office

Just minutes away from Haymarket train station, our head office offers a modern, flexible space designed for different working styles:

- Collaboration and project spaces
- Quiet working zones
- Meeting rooms and focus pods
- Touchdown desks for hybrid days
- Personal lockers

 [View our office space](#)

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## Hybrid Working Support

As a national organisation working hybrid, we support balanced, flexible working — including your home setup:

- Home-working equipment based on your DSE assessment
- Regular reassessment to ensure your workspace is safe and supportive

## Working From Scottish Government Offices

As part of our hybrid approach and onsite expectations (2 days\* per week), colleagues can also benefit from working from other Scottish Government offices, too. This gives you more flexibility closer to home and offers great opportunities to connect with people across government and other NDPBs, especially when travelling or attending meetings.

Many buildings offer hot-desking and touchdown spaces, though availability and facilities vary by location.

## Health, Wellbeing, and Development

### Wellbeing Support

To have someone to talk to when work or home issues get complicated, we offer colleagues and their immediate family members access to our free, confidential, external 'Employee Assistance Programme' through Health Assured. This service operates 24/7, 365 days a year and offers:

- Immediate emotional support
- Confidential counselling (telephone or online) if referred for up to 6 sessions, per topic, per year
- Self-help tools, wellbeing programmes, information & resources
- Legal, financial, and medical advice support lines

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\* Pro-rata for eligible part-time colleagues

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- Support for you and your immediate family
  - Direct referrals via your manager or HR team if you need support getting in touch

We also signpost employees to [Able Futures](#), who provide free, confidential mental health coaching, including:

- Up to 9 monthly sessions to explore personal objectives and development goals
- Practical coping strategies, including those to support neurodiverse needs
- Workplace adjustments advice and onward signposting
- No referral or waiting list

### **Physical health**

#### **Civil Service Sports & Social Club (CSSC)**

[Civil Service Sports and Social Club](#) (c. £4.50/month):

- Access to sports & leisure facilities across the UK
- Free or discounted activities, events & days out
- Additional savings and offers

### **Eye Care Support**

Supporting your eye health and safe working setup:

- Up to **£60 contribution** towards glasses required for DSE (Display Screen Equipment) use

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## **Sickness Allowance**

To support you with whatever life hands you, we offer an enhanced occupational sick pay package to ensure you are able to rest, recharge, and recover as needed.

## **Learning & Development**

CHS offers a Learning and Development programme, to support our employee performance development, professional goals, and training to work well. We provide organisation-wide training (including external sessions and internal skill-sharing) using a variety of methods including in-house, e-learning, and the use of external providers. Whether you're sharpening your skills or exploring new areas, you'll gain the resources and support you need to grow in your role.

## **Connecting and Networks**

Our relationships at work matter. CHS offer informal environments for connecting with colleagues through a range of internal fundraising events and social, optional activities throughout the year, often focused on raising money for our charity of the year.

Additionally, as a Scottish Government Non-Departmental Public Body, we have access to a range of staff networks for sharing views, experiences, and ideas around diversity topics that matter to you.

## **Financial Wellbeing**

### **Lifestyle & Financial Benefits**

Colleagues can access our online savings platform (Reward Gateway), which includes:

- Discounts from hundreds of major brands
- Cashback on everyday purchases

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- Tools for budgeting, saving and money management
  - Guides on mortgages, family finances and insurance

### **Cycle to Work Scheme**

Save up to 49% on tax-free bikes and accessories with [Cycle Solutions'](#) Cycle to Work scheme. With no upfront costs, easy salary deductions, and zero tax or National Insurance to pay, it's a hassle-free way to upgrade your commute. Enjoy free insurance, tools, and a bike bag, plus an 18-month warranty and reward points for future purchases. Choose from a wide range of products and get them delivered straight to your door—cut costs, beat traffic, and boost your benefits package all in one go!

Employees can use the interactive map to easily find their nearest partner stores. They can find a package that suits them the best, try out the bike and grab a quote to submit on the Cycle Solutions site

### **Car Benefit Scheme**

The [Tusker Car](#) Benefit Scheme is a salary sacrifice arrangement where eligible employees can configure a brand-new car with insurance, road tax, replacement tires, routine servicing, maintenance, and RAC breakdown cover for a fixed monthly amount.

### **Competitive Pension Scheme**

Planning for the future is important. All colleagues are enrolled into the [Lothian Pension Fund](#), fixed-benefit public sector pension scheme.

#### **What you can expect:**

- Auto-enrolment when you join
- Fixed-benefit pension based on your earnings with employee contributions set by salary band, between 5.5% and 11.2%, reassessed each year
- Significant employer contribution of 17.2% of your salary on your behalf, reassessed every 3 years

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\* *Pro-rata for eligible part-time colleagues*

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- Option to transfer previous pensions (within your first year)
  - Life assurance with a partner pension payable and a death grant, if applicable.

### **Job Security**

Scottish Government policy of 'No Compulsory Redundancy' where it is practical to do so.