

# Our Employee Benefits



## IN RETURN FOR EVERYTHING YOU BRING, WE OFFER AN ATTRACTIVE RANGE OF BENEFITS

### **SALARY**

We carry out an annual review and benchmarking of pay to ensure our pay is competitive in our sector

### **ANNUAL LEAVE**

Our generous annual leave entitlement is 28 days a year plus bank holidays

### **PENSION**

We operate a contributory workplace pension scheme with Scottish Widows. You will benefit from a minimum contribution equivalent to a total of 8% of your qualifying earnings (with a 5% employee contribution and a 3% employer contribution)

### **BONUS DAYS**

In addition to your 28 days annual leave, we give 4 extra bonus days which are usually fixed during the Christmas period. If you are required to work during this time you may take these days in lieu

### **LIFE ASSURANCE**

3x your gross salary (for Alexandra Palace Trading Limited Staff)

### **SICK PAY**

Up to six months full pay and six months half pay

### **INCOME PROTECTION**

50% of gross salary paid after 26 weeks absence due to incapacity or ill health (APTL staff)

### **MATERNITY & PATERNITY**

Enhanced maternity and paternity schemes available. For details, please speak to HR

### **TAX FREE CHILDCARE**

Get income tax and National Insurance contribution savings when paying for childcare with a registered nursery or childminder

### **TIME OFF IN LIEU**

You may be entitled to TOIL when you are asked to work over your contracted hours. Please speak to your line manager for more information





## FLEXIBLE WORKING

We offer flexible working arrangements and ad hoc remote working with prior agreement from your line manager

## TRANSPORT

- Free parking on site for staff
- 'Ride to Work' scheme, which enables you to enjoy tax benefits when purchasing a bicycle for home to work commuting.
- Train Season Ticket loan

Please speak to HR for more information

## STAFF DISCOUNTS

All employees enjoy a 20% discount with your staff pass at

- The Phoenix Bar & Kitchen (20% staff discount on hot drinks, soft drinks and Pizzas and a 10% discount on alcohol)
- The Ice Café
- The Lakeside Café
- The Grove Café
- The East Court Café
- 10% discount at the Garden Centre

## FRIYAY DISCOUNT

Every Friday between 4.30pm - 8pm the Phoenix Bar & Kitchen will offer a 50% staff discount on all draught beers, ciders, house spirits (single measures) with mixer, house wine (175ml) and soft drinks. Complimentary pizza to share will also be available

## FREE TICKETS

All employees can choose to be entered into a lottery for free tickets to events and backstage bar passes. To apply please see the How to Apply section

## SOCIAL

- Annual all staff summer and Christmas parties
- Friyay social
- A number of crafting, music and exercise groups that all staff are encouraged to join, please contact HR for the latest information



## HEALTH & WELLBEING

- Eyecare and glasses reimbursement
- Free flu jabs
- Access to Validium our Employee Assistance Programme, a free, confidential 24-hour counselling and advisory service
- Free healthy office snacks
- Free staff meals when working on events
- Subsidised weekly fitness classes
- Free ice skating
- Free access to the Pitch & Putt
- 20% discount on pedalos at the Boating Lake on presentation of staff pass/ free team building sessions with prior arrangement
- Go Ape discounts

## CSSC MEMBERSHIP

For just £4.50 a month you get:

- Huge savings on dining out and cinema tickets
- Money off sports events and gym memberships
- Exclusive discounts on days out across the UK
- Health and wellbeing advice and support
- Opportunities to try new activities for less
- Access to an active community of like-minded people

For more information please contact HR

## SABBATICAL

Employees with more than 3 years' service may apply to take an unpaid sabbatical for up to 3 months. more information please contact HR

## LEARNING & DEVELOPMENT

We offer a range of training opportunities including post entry training schemes and access to our e-learning platform. We also offer work shadowing opportunities. Please speak to your line manager in the first instance



## HOW TO APPLY

### EVENT TICKETS

1. All ticket requests are to be emailed to [guestlist.requests@alexandrapalace.com](mailto:guestlist.requests@alexandrapalace.com)
2. The inbox will be monitored twice a week on Wednesday and Friday
3. Staff requests will be confirmed ASAP. Each request is limited to 2 tickets. If more tickets are required you will be added to a waiting list
4. In the subject title please include the following information –  
STAFF or CLIENT REQUEST – NAME OF SHOW - NAME OF PERSON REQUESTING THE TICKET
5. One request per email must be submitted
6. In the body of the email please include staff name, name of show, date, number of tickets being requested and please include any further notes about the request if required
7. Client requests to be submitted in the same way however will be managed separately

### TIMELINES

- The guestlist will close 1 week prior to the show date. Any requests that are received after this date may not be confirmed
- Collection details will be sent 1 week prior to the show date

### ICE RINK & PITCH & PUTT

To request tickets please email the Ice Rink Reception Team on [icerink.reception@alexandrapalace.com](mailto:icerink.reception@alexandrapalace.com)

### GO APE

Please use the event ticket request process outlined above

