



St Hugh's College

UNIVERSITY OF OXFORD

Employee Benefits





St Hugh's College
UNIVERSITY OF OXFORD



www.st-hughs.ox.ac.uk





Contents

	Page
Employee Benefits	4
Travel Schemes	5
Healthcare	5
Staff Discount Schemes	6
Meals while on duty	7
Staff Events	7
Staff Committee	7
Wellbeing	8
Child sacrifice scheme	9
Training	9
Annual Leave	10
Long Service Leave	11
Long Service Awards	11
Family Leave	12
Emergency Leave	12
Bereavement Leave	13
Occupational Sick Pay	13
Pensions	14



EMPLOYEE BENEFITS

At St Hugh's we believe our people are our greatest asset and we're proud to offer a comprehensive and generous benefits package designed to support your wellbeing, growth, and success both inside and outside of work.

From competitive salaries and generous holiday allowances, to extensive wellbeing support and personal development opportunities, our benefits are built to give you peace of mind and help you thrive at work.

Whether you're just joining us or looking to make the most of what's available, this leaflet outlines the many ways we invest in you - we know that when you feel supported, valued, and confident about your future, you can do your best work – and enjoy it too!

Read on to learn more about the benefits we offer to our staff



St Hugh's is an accredited Oxford Living Wage employer. We also mirror the University and pay the Oxford University Weighting, this is reviewed on an annual basis.





Travel Schemes

Cycle to work scheme

The College offers staff an interest free loan to buy a bicycle and all the safety equipment they need up to £2,000 (subject to minimum wage legislation).

The College can use Green Commute Initiative (GCI) to enable employees to purchase a new bike out of their pre-tax income.



Rail season ticket loan

Rail Travel season tickets are also available under the College Loan Policy.

Bus ticket loans

The College is able to obtain annual season tickets (bus travel) at a discounted rate. Loans are available for annual season tickets only. The loan will be for the full cost of the season ticket. New starters entitled to a 13 week pass until they have passed their probation when then they can order the 52 weeks pass.

Healthcare

Eyecare Vouchers

The College recognises that it still has general duties to protect staff under other Health and Safety at work legislation and so therefore provides every employee with a full eye test and a contribution towards glasses, not just those required to have them under current legislation through Specsavers eyecare voucher scheme.

Free Flu Vaccinations

Annual flu vaccinations offered to staff at College





Staff Discount Schemes

Gym Discount



Employees can benefit and save 20% on gym membership at Nuffield Health <https://www.nuffieldhealth.com/gyms/oxfordshire> by using code AXA20 when joining online. Plus, spouses or partners can save 20% on one-month rolling gym memberships with code AXA20.

Sports Ground

Employees can book the use of tennis courts, netball court and football pitch at the sports ground shared with Keble College on Woodstock Road. To book please contact: Ade Roche, Gardens & Grounds Manager, Keble College adrian.roche@keble.ox.ac.uk

Totum Discount Card

<https://hr.admin.ox.ac.uk/discount-codes#collapse1620086>

Please explore the discounts below offered to staff by companies and organisations outside of the university. Staff taking up these offers do so at their own discretion (see also Legal Notice). For further information about any of the discounts listed you must contact the companies directly. Expand All Clothing, shoes and accessories Electronics and technology Gifts and occasions Health, beauty and sport Holiday, travel, cars and bikes Home and garden Leisure and dining Photography, printing and stationery Professional and financial services Removals and storage Other Local discounts For TOTUM, UNiDAYS and STUDENT BEAN can we use the text and links from the University website instead:

University staff are entitled to great discounts with the TOTUM Discount card. You can purchase a card which gives access to numerous exclusive offers and discounts from many popular retailers and online services.

For full details of all the available savings visit the TOTUM (NUS) website at: <https://www.totum.com/se/student-discount/cat>

To apply for your TOTUM Discount card, please follow these steps (you will need to have an electronic passport style photograph ready to use)

1. Log on to: <https://cards.totum.com/join>
2. Follow the process for a new application
3. Under place of study select: Oxford University Students Union
4. Enter any course dates, and in Course Level and Course Discipline, just select Other
5. Continue through the steps, choosing to have your card delivered to home or to work.





There are a number of offers you are able to sign up for that can save you money at many retailers and online stores. It can even save you money on your weekly shop, streaming services or days out. Though often many of the schemes are thought to only be for students or teaching staff – all University staff currently have access to a range of, cards, apps and sites. These include, [UNiDAYS](#), [StudentBeans](#).

Free subscriptions to the Economist, Financial Times and Times Higher Education

Find out how to access your free subscriptions. Staff can register for free subscriptions to the Econsomsit, Financial Times (FT) and Times Higher Education (THE). These subscriptions are purchased and licenced by Bodleian Libraries. Follow the steps in the links below to gain free access:

[The Economist](#)

[Financial Times](#)

[Times Higher Education](#)

Meals while on duty

Staff are entitled to free coffee and tea and free lunch whilst on duty, except during any defined kitchen closure period. Staff can also add personal money to their meal allowance to pay for extra meals – breakfast, dinner or meals at events such as Thanksgiving, Diwali and Chinese new year or meals at events such as Thanksgiving, Diwali and Chinese new year.



Staff Events

We hold annual Christmas and Summer parties for staff. Termly coffee mornings provide an opportunity for staff to come together.

Staff Committee

The College runs a staff committee which is part of the governance structure. It meets once a term and a staff member attends from every team within Professional Services. We have a staff suggestion box, staff suggestions are reviewed at each staff committee meeting each term.

www.st-hughs.ox.ac.uk





Wellbeing

Employee Assistance Programme (EAP)

Access to staff and their dependents to AXA Health EAP 24/7 and unlimited face-to-face counselling where determined clinically appropriate. Please click [here](#) for more information.

<https://www.st-hughs.ox.ac.uk/wp-content/uploads/2026/03/Health-wellbeing-planner-2026.pdf>



Monthly Staff Events



Staff are encouraged to meet informally and connect through events such as:

- Monthly 'Breathing Space' (mindfulness session) in the College Chapel.
- Wellbeing events during the year.
- Series of mental health events for Mental Health Awareness
- Plant and cutting workshops held in the gardens
- Regular coffee mornings for all staff

College Chapel

The Chapel is an inclusive community and a great space to take a moment and focus on ones' wellbeing, and while broadly Christian, welcomes everyone warmly. Those uncertain about their beliefs will find space without pressure in our services and activities, alongside those whose faith may be deepening. Those without religious beliefs at all, and members of other faiths, are also very welcome. The Chapel is open daily for quiet prayer and meditation.





Financial Assistance

As part of our wider wellbeing strategy, the College is committed to doing what we reasonably can to ensure the financial wellbeing of our staff.

The College has a Loan Policy which sets out the types of interest-free loans that are available to staff and how to access them, including a loan of up to a maximum of £5,000. Please see Loan Policy

Childcare Sacrifice Scheme



The University of Oxford has a number of nurseries in Oxford as well as a number of places at other nurseries in and around Oxford.

St Hugh's College has two sponsored places, which enables the College to nominate an academic or non-academic member of staff for a priority place on the nursery waiting list.

Payment is through salary sacrifice for University Nurseries.

Training

- Training for managers – monthly employment law training sessions delivered by Peninsula
- Annual management away days
- We support staff through apprenticeship learning and training
- On the job training for example mental health awareness



Assisted Study Scheme

If staff undertake training – arranged either under the ‘time off for training’ scheme, or by agreement with their Line Manager, they may apply to College to fund the course fees and related costs, under the Assisted Study Programme. Any such application is only likely to be successful if the training is directly related to your work.

If the course is a formal qualification requiring staff to sit examinations, they will be given one day’s study leave for each examination, in addition to the day of the examination itself. Additional days may be granted at the College’s discretion, otherwise these days must be taken as annual leave.

College may agree to grant staff day release to attend their course – whether or not any other form of funding is approved. This may, at the discretion of their Manager, take the form of unpaid leave, or paid leave.

Study Loan

The loan will be for a maximum of the full cost of the course of study.

Reimbursement of Professional Body Membership

Staff are reimbursed through expenses process for membership fees for registration with a professional body, when their role requires it.

Annual Leave

A full-time member of staff is entitled to 30 days standard holiday (personal days and Bank Holidays) and 10 days at Christmas (closure period and Bank Holidays associated with this time of the year).

At the beginning of every holiday year, staff have a very short (two week) window in which they can, in exceptional circumstances and at the total discretion of their Manager, either buy 5 days additional holiday for that year, or sell 5 days holiday for that year.





Long Service Leave

Staff who have been employed for more than 5 years, will receive additional holiday as follows:

More than years	Fewer than years	Additional days holidays
5	7	1
7	10	2
10	15	3
15	20	4
20		5

Long Service Awards

Staff receive a long service award at 20 and 30 years' service of £1,000 and £1,500 respectively. Staff receive a long service pin award for 5 years' service presented by the Principal.



Flexible Working

You have the right to request flexible working in accordance with the College's Flexible Working Policy. Further information on the application process can be obtained from the HR department. See flexible working policy for details.



Family Leave

Maternity Leave for eligible staff:

Any statutory payments to which the mother is eligible are 'topped up' by the College so that she continues to receive pay at a rate equivalent to her normal full pay for up to the first 26 weeks of her maternity leave period. After that, if she remains on maternity leave she may be eligible for a further 13 weeks' pay at the rate of statutory pay, which will be paid to her by either the College, or her previous employer if she was employed by them at the qualifying week.

Neonatal Care Leave

Eligible employees are entitled to neonatal care leave and pay in line with current statutory provisions. If you need time off in these circumstances you should speak with your line manager who will explain your entitlements and agree time off. Further information is available in the College's Family Leave Policy.

Paternity Leave for eligible staff:

Any statutory payments to which the father is eligible are 'topped up' by the College so that he continues to receive pay at a rate equivalent to his normal full pay for up to 12 weeks of the partner's maternity leave period.

Shared Parental Leave for eligible staff:

Shared Parental Leave for eligible staff:

2 weeks' compulsory maternity/primary adopter leave paid at full rate of the employee's normal pay
up to 24 weeks' paid at the full rate of the employee's normal pay (only in the first 26 weeks following the birth/placement of the child);
up to 13 weeks paid at the statutory rate of pay

Emergency Leave

The College allows staff to take two paid working days per year, to deal with unforeseen circumstances outside of work – please see the Employee Handbook.





Bereavement Leave

Employees are entitled to bereavement leave in the event of the loss of a:

- spouse or civil partner
- parent
- child
- grandparent
- sibling
- stepchild/parent

We recognise that employees may experience bereavement if they are going through the loss of someone other than those set out above. In this situation, we encourage you to talk to your manager if you need support or time off. We cannot guarantee that requests for time off will be authorised in these circumstances, but your manager will use their discretion when considering your request and discuss the options available with you. You may be granted up to 10 days paid leave (pro rata for part time) if you are going through bereavement, to support you in the grieving process and to attend a funeral. If employees experience more than one bereavement during the course of their employment, there is no limit on the number of times they can be granted this leave.



Occupational Sick Pay

Service	Full Pay (*)	Half Pay (*)
First three months	2 weeks	2 weeks
Remaining nine months of first year	2 months	2 months
Second and third years	3 months	3 months
Fourth and fifth years	5 months	5 months
After fifth year	6 months	6 months





Pensions



OSPS

Employees Grades 1-5

New joiners auto-enrolled into the scheme where contribute 6% of pensionable salary each month and College pays 8%. Staff can pay higher contributions if they wish and the College will also increase the contributions it makes.

USS

Employees Grade 6 and above.

New joiners are auto-enrolled into the scheme.

Employees who are members of USS automatically join the USS Retirement Income Builder. In this type of defined benefit pension scheme benefits are based on each year's salary throughout the period of membership.

As a member staff will accrue a pension of $1/85$ of their salary and a cash lump sum of $3/85$ of their salary for each year of service. At the end of each year, the benefits for that year are calculated and added to previous years. This is then revalued every year in line with standard pension increases.

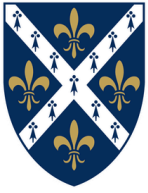


St Hugh's College
UNIVERSITY OF OXFORD



www.st-hughs.ox.ac.uk





St Hugh's College

UNIVERSITY OF OXFORD



www.st-hughs.ox.ac.uk



St Hugh's College
St Margaret's Road
Oxford OX2 6LE
T: [+44 \(0\)1865 274900](tel:+441865274900)
E: hello@st-hughs.ox.ac.uk