Leave/Time off

Annual Leave

For all colleagues working Monday to Friday - 28 days annual leave + 8 bank holidays.
For all colleagues working on shifts – 36 days annual leave inclusive of bank holidays.
After 5 years of continuous service, you will be entitled to a further 3 days of annual leave.

Flexi Time TOIL

Flexibility around start and finish times, with the option to accrue and take back additional hours worked.

Flexible Working

You can request flexible working from day one.

After 26 weeks' service, St Mungo's will pay:

Enhanced Maternity Leave

12 weeks' full pay, 20 weeks' half pay, seven weeks' Statutory Maternity Pay.

Adoption Leave

12 weeks' full pay, 20 weeks' half pay, seven weeks' Statutory Adoption Pay.

Co-Parental (Paternity Leave)

Four full weeks for Paternity Leave.

Shared Parental Leave

Parents can take time off at the same time or separately to share the care of their child during the first year of birth or adoption. You can share up to 50 weeks of leave and up to 37 weeks of pay between you.

Unpaid Parental Leave

Unpaid parental leave is available from day one, subject to statutory requirements.

Sabbatical Leave

After three years' service, you may be eligible for unpaid sabbatical leave of 3-12 months, with your job held open.

Carer's and Compassionate Leave (Dependency Leave)

From day one, you can take up to five days' carer's leave and five additional discretionary days' compassionate leave per year.

Neonatal Care Leave and Pay

Eligible employees can take up to 12 weeks' leave from day one if their baby requires 7+ consecutive days of neonatal care. Statutory pay is subject to qualifying conditions.

Parental Bereavement Leave

Two weeks' leave at full pay from day one following the loss of a child under 18 or a stillbirth after 24 weeks.

Baby Loss

Up to 5 days' paid leave following baby loss.

Leave for Fertility Treatment

Up to 5 days' paid leave for fertility treatment.

Menopause

We support colleagues experiencing menopause and menstrual health issues

If you are unwell:

During your probationary period:

Five days' full pay.

After six months' service or completion of probation.

4.3 weeks' full pay + 4.3 weeks' half pay within any rolling 12-month period.

1-2 years' service:

8.6 weeks' full pay + 8.6 weeks' half pay within any 12-month rolling period.

2+ years

Full pay for a maximum of 13 weeks and half pay for a further 13 weeks within any rolling 12-month period.

The content of this leaflet is relevant to permanent employees who are directly employed. It does not constitute your contractual terms of employment. Some benefits may be subject to eligibility criteria.

September 2026

Occupational Health Referrals

Available during pre-employment and employment, with consent.

Employee Assistance Programme (EAP)

Free, confidential 24/7 support for life's difficulties.

Inclusion Passport

A tool to record your individual needs and workplace adjustments

Reflective Practice

Structured team sessions to reflect on clients' needs and how best to respond.

Wellbeing Toolkit

Support for your physical, mental and emotional wellbeing.

Equality, Diversity and Inclusion Days

3 paid days each year to participate in EDI activities..

Team Wellbeing Fund

For colleagues who have experienced challenging times and would benefit from additional wellbeing activities.

Free Life Assurance

Three times your annual salary. This is paid out to your named beneficiaries.

Workplace Supporter Scheme

A confidential, peer listening service that is available to all colleagues for a range of reasons, including work related stress or problems outside of work.

Your Financial Wellbeing

Season Ticket Loans - you can access an interest-free season ticket loan.

myLifestyle - the platform offers discounts on gym memberships and well known high street retailers.

myGymDiscounts - you can take advantage of discounts of up to 25% at different gym and leisure providers.

Cyclescheme - this benefit can save you at least 25% on a bike and accessories.

Eyecare Vouchers

Free eyesight test for colleagues using display screen equipment.

Blue Light Card

www.bluelightcard.co.uk

Eligible colleagues can access thousands of discounts across shopping, dining, travel, leisure and more. Membership is £4.99 for two years

Salary Finance: Through Salary Finance you have access to:
Affordable loans repaid through salary
Advance Earned Pay
Simple savings accounts
Help to Save
Money insights

Professional Qualifications

We may be able to provide you with financial and/or other support to obtain a professional qualification.

Pension Scheme and Seminars

Auto-enrolment pension scheme with 4% employer and minimum 3% colleague contributions. Pension seminars by Aviva to guide you through saving for retirement. Please visit:

Smart Health

Smart Health provides 24/7 access to a range of resources to create long-term wellbeing habits. It is also available to your immediate family. There are six services in total:

- A virtual GP
- Private prescription service
- Expert case management for a second medical opinion, provided by Best Doctors
- Mental health support
- Online health check
- Nutritionist consultation

There are a number of supportive resources available for you to engage with and seek confidential advice from if you are worried about money: EAP, Citizens' Advice Bureau, MoneyHelper, StepChange and National DebtLine.