

REWARDING WORK



SAVING MONEY



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detail



Ministry
of Justice

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to Work

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VOLUNTEERING



LEAVE



FLEXIBLE WORKING



TRAINING



PARENTING



WELLBEING



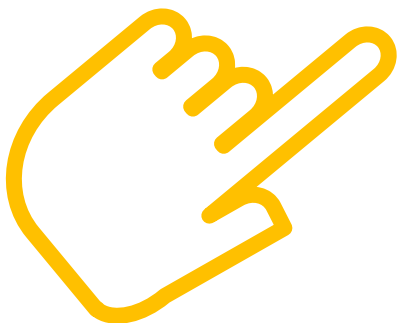


What does MoJ offer?

- ❖ The ability to nominate individuals to be considered for an Honour from Her Majesty the Queen
- ❖ Every nomination is considered on its own merits, taking into account the person's achievements and how they have made a difference

How can I access this benefit?

- ❖ The [Honours Secretary](#) is able to offer one-to-one assistance and guidance on completing the nomination form



More information can be found
[here](#)



MoJ: A Great Place to Work

Team award

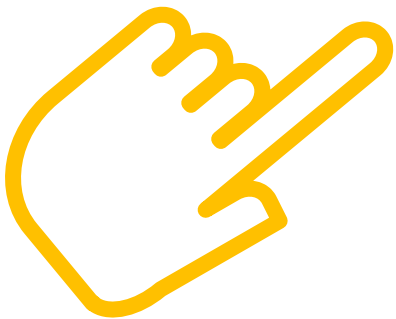


What does MoJ offer?

- ❖ Vouchers for each individual in the team
- ❖ A one-off payment for each individual in the team
- ❖ Vouchers to be spent on a team activity

How can I access this benefit?

- ❖ Nominations for rewards will usually be made by a line manager
- ❖ Colleagues can also nominate one another by passing the relevant information on to line management



Further information can be found
[here](#)

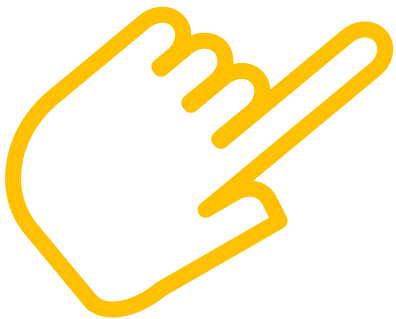


What does MoJ offer?

- ❖ Awarded to employees who have **served 25 years** in the Civil Service
- ❖ You can choose either one week's paid leave or a voucher for £150

How can I access this benefit?

- ❖ If you think you're eligible, tell your manager who will carry out checks on [SOP](#) and obtain final confirmation from Shared Service.
- ❖ Your manager will administer the award and SSCL will send your manager the Loyal Service Certificate.
- ❖ Once eligibility is confirmed, you will be able to choose your award



More information can be found [here](#) along with the relevant forms & policy

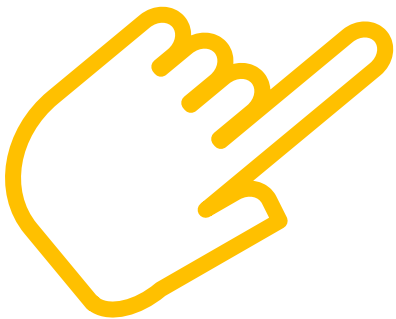


What does MoJ offer?

- ❖ Her Majesty The Queen hosts **garden parties** for civil servants at Buckingham Palace and The Palace of Holyroodhouse in Edinburgh
- ❖ They can be for people coming to the end of a career, people who have completed a particularly commendable objective and members of staff who consistently give outstanding service to members of the public and to their colleagues

How can I access this benefit?

- ❖ Royal garden party nominations can be used by managers as a reward and recognition option for people who have performed over and above what is required of them.



More information can be found [here](#) along with the relevant forms



What does MoJ offer?

- ❖ The Imperial Service Medal is awarded to staff in non-managerial grades (Band E & F)
- ❖ These are awarded upon leaving the Civil Service with a minimum of 25 years' service meritorious service
- ❖ A personalised medal is made

How can I access this benefit?

- ❖ It is non-competitive, but you do need to apply to receive this reward
- ❖ Line managers complete a form obtaining approvals along the way before returning to the Honours Secretary.



More information can be found
[here](#)



MoJ: A Great Place to Work

Sustained excellent contribution award

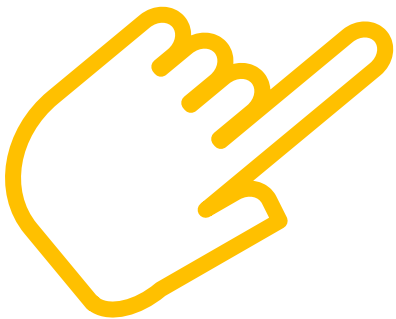


What does MoJ offer?

- ❖ Awarded for a **sustained period** of high performance over several months
- ❖ A one-off payment of between £100-£500

How can I access this benefit?

- ❖ Nominations should be made using the [special bonus nomination form](#) and then passed to the nominee's line manager or managers' manager



Further information can be found [here](#)



MoJ: A Great Place to Work

'One-off' Exceptional Contribution Award

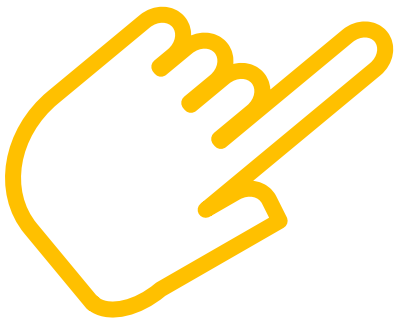


What does MoJ offer?

- ❖ Excellent contribution to **short term** projects or one-off pieces of work
- ❖ A one-off payment of up to £100
- ❖ Vouchers of up to £100

How can I access this benefit?

- ❖ Nominations should be made using the [special bonus nomination form](#) and then passed to the nominee's line manager or managers' manager
- ❖ Awards of gift vouchers should be made through the Xexec portal



Further information can be found [here](#)



MoJ: A Great Place to Work

Discounts



What does MoJ offer?

- ❖ Employee **discounts** include supermarkets, high street stores, leisure facilities and much more
- ❖ Discounts are continually changing, so check [MoJ Employee Rewards](#) and [MyLifestyle](#) regularly

How can I access this benefit?

- ❖ Register for the employee discounts scheme via the [Edenred My Lifestyle portal](#)
- ❖ Sign up to the [MoJ employee rewards](#) portal and claim your free gift including free coffee, digital downloads or subscription kits



More information can be found
[here](#)



MoJ: A Great Place to Work

Cycle to work Scheme



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What does MoJ offer?

- ❖ **Hire a bike** (tax-free)
- ❖ Sacrifice part of your salary through the agency Salary Sacrifice scheme you can achieve savings on the UK's largest range of bikes and cycling safety equipment
- ❖ Over 140 brands of bikes available

How can I access this benefit?

- ❖ Log on to the [My Lifestyle portal](#)
- ❖ Select 'My Benefits' and choose the cycle to work scheme option
- ❖ Salary sacrifices will be made on a monthly basis over a 12 month period



More information can be found
[here](#)



MoJ: A Great Place to Work

Season Ticket Loans



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What does MoJ offer?

- ❖ An interest free **loan** for a season ticket for travel, parking or to buy a bike
- ❖ Loans over £10,000 will be subject to income tax

How can I access this benefit?

- ❖ The loan can be repaid in up to 12 equal monthly instalments
- ❖ Proof of purchase of the season ticket or bike loan will have to be provided within 35 days to your line manager



More information on loans can be found [here](#)



MoJ: A Great Place to Work

Salary Advance



What does MoJ offer?

- ❖ You can apply for an advance of up to 50% of your net monthly salary once per financial year.

How can I access this benefit?

- ❖ More details of how to apply can be found on [MyHub](#)



More information on can be found [here](#)



What does MoJ offer?

- ❖ Most employees are automatically enrolled into the **Civil Service Pension Scheme** (Defined Benefit scheme)
- ❖ An alternative would be to switch to a partnership scheme (Defined Contribution scheme)
- ❖ The [intranet](#) contains some headline information regarding the schemes.

How can I access this benefit?

- ❖ Deductions will be made automatically from your salary via payroll



Further information can be found [here](#)



MoJ: A Great Place to Work

Payroll Giving Scheme



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What does MoJ offer?

- ❖ One of the simplest and smartest ways to support your favourite charities
- ❖ Lets you make regular donations to any UK charity, straight from your pay

How can I access this benefit?

- ❖ All donations are deducted from your gross pay and you pay no tax on them



Further information can be found
[here](#)



MoJ: A Great Place to Work

Disability Leave



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What does MoJ offer?

- ❖ If you have a disability you may be able to take time off for assessment, treatment and rehabilitation
- ❖ You may also be entitled to take time off while a workplace adjustment is made

How can I access this benefit?

- ❖ Your manager must authorise your request for leave and record absences on [SOP](#)
- ❖ You can contact the [Workplace Adjustment Service](#)
- ❖ Eligibility criteria apply – see [here](#) for more information



Further information on disability leave can be found [here](#)



What does MoJ offer?

- ❖ **Additional leave** can be taken for personal matters or public service duties, outside of contracted annual leave
- ❖ Can be paid or unpaid

How can I access this benefit?

- ❖ You should discuss your leave with your line manager before making a special leave request
- ❖ Requests can be made on [SOP](#)



More information on special leave can be found [here](#)



What does MoJ offer?

- ❖ Most staff are entitled to 25 days annual leave, plus a privilege day for the Queen's birthday, as well as 8 public holidays. This increases to 30 days after five years completed service.
- ❖ Annual leave is calculated from the date you start work
- ❖ If you join or leave part-way through the leave year, you will be entitled to a proportion of that year's leave entitlement

How can I access this benefit?

- ❖ Your annual leave entitlement can be calculated using the [annual leave calculator](#) on the intranet.
- ❖ Your manager will be able to tell you how to request annual leave



More information on annual leave can be found [here](#)



MoJ: A Great Place to Work

Buy or sell annual leave



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What does MoJ offer?

- ❖ Annual leave is calculated from the date you start work
- ❖ At the end of your personal leave year you can buy or sell **up to three days**

How can I access this benefit?

- ❖ Complete the HR-Buy Sell Leave request under the Employee Self Service in [SOP](#)
- ❖ The request should be approved by your manager before the [pay deadline](#) for it to be paid or deducted in your next salary
- ❖ Eligibility criteria apply – see the policy for more information



More information on buying or selling leave can be found [here](#)



What does MoJ offer?

- ❖ An extended period of **unpaid leave**
- ❖ Can be taken for personal or domestic reasons
- ❖ Any length of time from 3 months to 5 years
- ❖ All applications will be considered on their own merits, but approvals must take into account business need

How can I access this benefit?

- ❖ After discussing this with your line manager, complete the [career break application form](#) and if approved, complete a Leave of Absence request via employee self-service on [SOP](#)
- ❖ Eligibility criteria apply – see the employee guidance [here](#)



More information on career breaks can be found [here](#)



What does MoJ offer?

- ❖ Reserves are men and women who give their time to train and serve alongside the **Armed Forces**
- ❖ Paid for time spent training and will receive a tax-free bonus each year
- ❖ Reservists are allowed at least 10 days paid special leave for training

How can I access this benefit?

- ❖ If you are interested in being a reserve email [Tim Wates](#), MoJ reserves champion
- ❖ Eligibility criteria apply – see the [policy](#) for more information



More information on becoming a reservist can be found [here](#)



MoJ: A Great Place to Work

Volunteering Leave



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What does MoJ offer?

- ❖ The opportunity to take **up to 5 days** paid special leave each year to undertake volunteering activities

How can I access this benefit?

- ❖ Your line manager will have to approve your request
- ❖ Once authorised, your manager will notify SSCL through [SOP](#)
- ❖ Eligibility criteria apply – see the [policy](#) for more information



Further information can be found
[here](#)

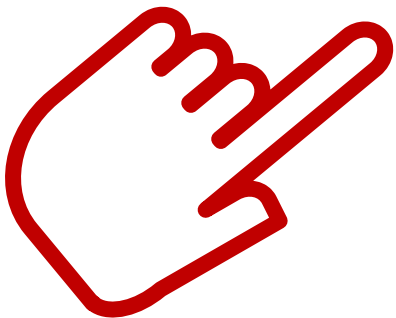


What does MoJ offer?

- ❖ All employees are offered a minimum of **5 days** of learning and development activity each year
- ❖ This can include e-learning, mentoring, job shadowing, work-based learning...

How can I access this benefit?

- ❖ [My Learning](#) offers a range of e-learning courses and development opportunities, both free and charged-for
- ❖ You must get authorisation from your manager before booking



More information on learning and development can be found [here](#)

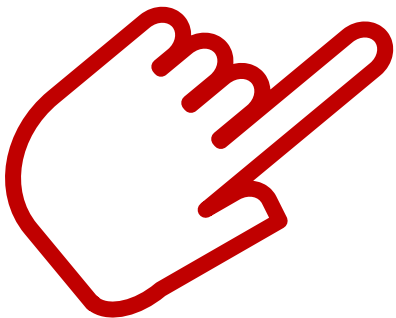


What does MoJ offer?

- ❖ Talks delivered by **external and internal speakers** on a range of topics, including mental health and wellbeing

How can I access this benefit?

- ❖ Lunch and learns will be advertised on the [events page](#)
- ❖ Each event will have different joining instructions so please follow the link



More information on secondments can be found [here](#)

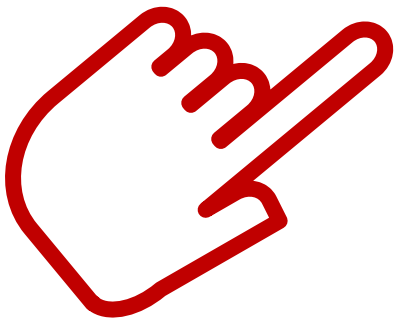


What does MoJ offer?

- ❖ **Secondments and loans** offer employees the opportunity for career development
- ❖ Secondments usually last between 3 and 12 months
- ❖ Loans can last up to a maximum of 2 consecutive years

How can I access this benefit?

- ❖ If you are thinking about going on secondment or loan, arrange a meeting with your manager to discuss this



More information on secondments can be found [here](#)

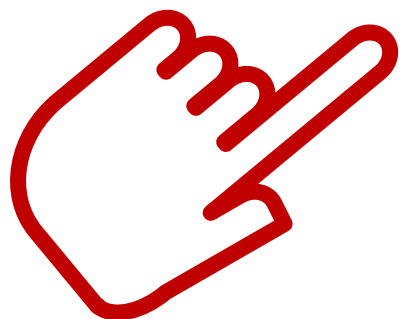


What does MoJ offer?

- ❖ An opportunity to gain **advice and guidance** from senior staff
- ❖ [Mentoring](#) across the Civil Service
- ❖ [Catapult mentoring scheme](#) for staff from lower socio-economic backgrounds

How can I access this benefit?

- ❖ The Catapult mentoring scheme is advertised on the intranet when applications are open for the year
- ❖ You can ask senior members of staff directly if they would be your mentor, but they have the right to decline



More information on mentoring can be found by on the intranet



What does MoJ offer?

- ❖ **Time off for appointments** before an adoption takes place
- ❖ Primary adopter/caregiver entitled to 5 paid appointments
- ❖ Secondary adopter/caregiver entitled to 2 unpaid appointments
- ❖ Parent in surrogacy cases entitled to 2 unpaid appointments
- ❖ Up to 52 weeks adoption leave and occupation adoption pay subject to qualifying criteria

How can I access this benefit?

- ❖ After informing your manager, complete the 'Notify Adoption' request in Employee Self-Service in [SOP](#)
- ❖ Eligibility criteria applies – see the [policy](#) for more information



More information on adoption leave can be found [here](#)



What does MoJ offer?

- ❖ Maternity or adoption leave can be shared with your partner, providing both parents are eligible
- ❖ The rate of pay will be the equivalent to the department's maternity or adoption pay rates

How can I access this benefit?

- ❖ The days must be agreed in advance with your manager 8 weeks before
- ❖ Complete the [Shared Parental Leave Form](#) and submit on [SOP](#)
- ❖ Eligibility criteria applies – see the [policy](#) for more information



More information on shared parental leave can be found [here](#)



MoJ: A Great Place to Work

Parental Leave



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What does MoJ offer?

- ❖ Unpaid **leave up until your child's 18th birthday**
- ❖ Can be taken in blocks of one week only (unless you have responsibility for a disabled child)

How can I access this benefit?

- ❖ You must have been employed by MoJ for at least a year
- ❖ You need to give at least 21 days' notice to your manager
- ❖ If agreed, you should complete a Leave of Absence request in [SOP](#)
- ❖ Eligibility criteria applies – see the [policy](#) for more information



More information on parental leave can be found [here](#)



MoJ: A Great Place to Work

Maternity Leave



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What does MoJ offer?

- ❖ You can take **up to 52 weeks' maternity leave**
- ❖ You can take this leave no matter how long you've worked for MoJ
- ❖ Occupational maternity pay for up to 39 weeks, with the first 26 at full pay, subject to qualifying criteria

How can I access this benefit?

- ❖ Submit the MoJ HR-Notify Maternity request in [SOP](#)
- ❖ Your line manager will then discuss with you your maternity entitlement
- ❖ Eligibility criteria apply – see the [policy](#) for more information



More information on maternity leave can be found [here](#)



MoJ: A Great Place to Work

Paternity/Maternity Support Leave



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What does MoJ offer?

- ❖ 1 or 2 weeks of paid leave taken as a single continuous period
- ❖ It does not have to be taken immediately after the birth
- ❖ You can also take [unpaid time off](#) to attend up to 2 antenatal or pre-adoption appointments (of up to 6.5 hours)

How can I access this benefit?

- ❖ Submit the MoJ HR-Notify Paternity request on [SOP](#)
- ❖ Eligibility criteria apply – see the [policy](#) for more information



More information on maternity support leave can be found [here](#)



MoJ: A Great Place to Work

Government Tax-Free Childcare Scheme



What does MoJ offer?

- ❖ Working parents can apply to open an online childcare account
- ❖ For every £8 families pay in, the Government will make a top-up payment of an additional £2
- ❖ This is up to a maximum of £2000 per child per year (£4000 for children with a disability)
- ❖ These funds can then be used to pay for registered childcare

How can I access this benefit?

- ❖ Apply online [here](#)
- ❖ Further information can be found on [Childcare Choices](#)



More information on tax-free childcare can be found [here](#)

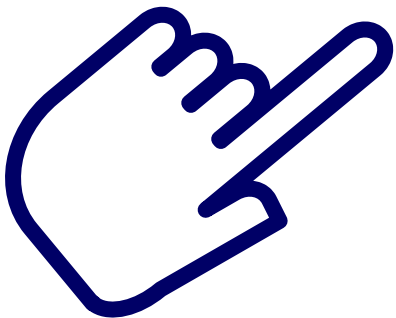


What does MoJ offer?

- ❖ Two part time employees can voluntarily **share the responsibilities** and duties of one full time job
- ❖ A joint email account will be set up
- ❖ There are numerous [benefits to job sharing](#)

How can I access this benefit?

- ❖ The [Civil Service job share finder](#) is open to all civil servants
- ❖ For more information email the Job-share network chairs, [Rebekha Wright and Helen Evans](#)



More information on job sharing can be found [here](#)

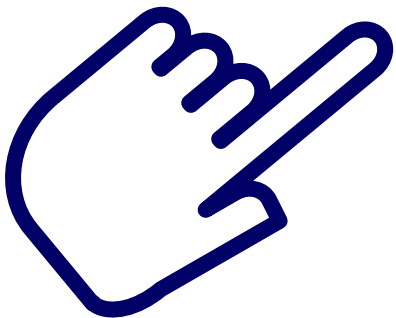


What does MoJ offer?

- ❖ **Flexible working opportunities** are available to all staff in MoJ
- ❖ Temporary or permanent changes to your pattern or hours of working including part time hours, term-time working, compressed hours for example.

How can I access this benefit?

- ❖ Develop a workable pattern of attendance
- ❖ Contact your manager, who will be able to assess your request based on business needs and the potential impact on colleagues
- ❖ If approved, your line manager will process the change to your hours and pay on SOP



More information on flexible working can be found [here](#)

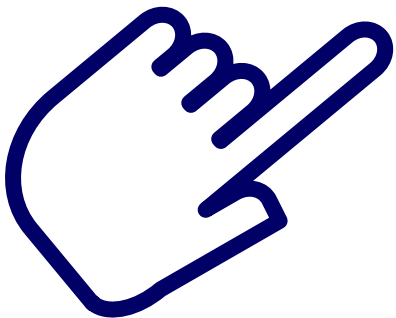


What does MoJ offer?

- ❖ **Hybrid working** blends working from your base location with working from different MoJ sites and/or from home

How can I access this benefit?

- ❖ Reflect with your team on your work and how you can work together collaboratively
- ❖ Reflect on where you work best, what you need to be physically present for and what your personal circumstances are
- ❖ Discuss your Hybrid working arrangements with your line manager and review at least annually



More information on flexible working can be found [here](#)

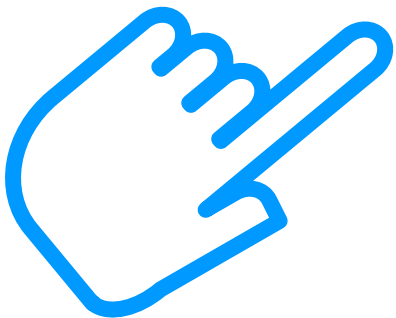


What does MoJ offer?

- ❖ Eyecare vouchers for a **free eye test** at Specsavers
- ❖ For staff who use computer screens on a daily basis and for prolonged periods
- ❖ Can apply once every two years

How can I access this benefit?

- ❖ Download and complete the [eyecare voucher request form](#) which you then present to Specsavers upon attendance for appointment. Details of how to book appointments can be found on the voucher



More information on eyecare vouchers can be found [here](#)

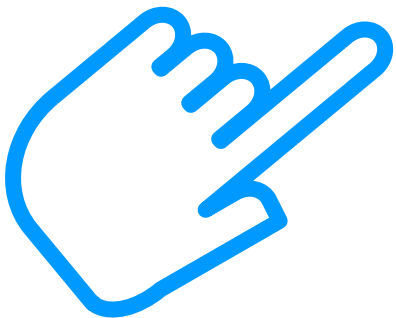


What does MoJ offer?

- ❖ All civil servants can access the [Civil Service Sports Council \(CSSC\)](#)
- ❖ Membership offers access to sporting events across the UK organised by CSSC
- ❖ Theatre tickets, trips out, the gym and much more are also discounted

How can I access this benefit?

- ❖ Membership costs £4.50 per month or £54.00 a year
- ❖ Follow the link [here](#) to join CSSC



More information on CSSC can be found [here](#)

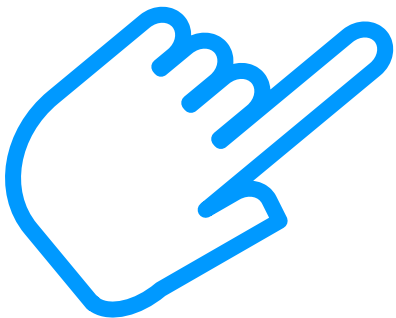


What does MoJ offer?

- ❖ MoJ has a [Carers Charter](#) to bring together all relevant policies and areas of support for staff with caring responsibilities
- ❖ MoJ offers a [Carers Passport](#) which helps employees set out their caring responsibilities for their manager to help facilitate a discussion around support.
- ❖ The [Employee Assistance Programme](#) can also provide support

How can I access this benefit?

- ❖ Please see links above
- ❖ Contact the Employee Assistance Programme 24hours a day, 7 days a week on 0800 019 8988



More information on support for carers can be found [here](#)

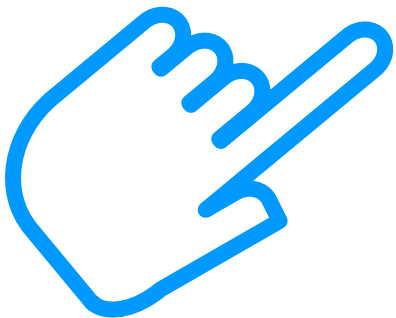


What does MoJ offer?

- ❖ Offers **confidential support** to employees with personal, social or work-related problems
- ❖ Helpline that operates 24 hours a day, 7 days a week: 0800 019 8988
- ❖ Is able to provide up to 6 counselling sessions a year

How can I access this benefit?

- ❖ Ring the Freephone number 0800 019 8988
- ❖ To gain access to [PAM Assist Online](#) the username is MoJ and password MoJ1
- ❖ Via the [PAM Life](#) app



More information on the employee assistance programme can be found [here](#)

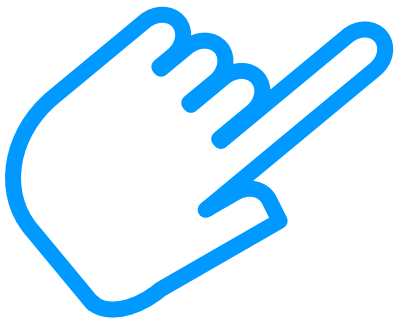


What does MoJ offer?

- ❖ A range of networks: PROUD, able, SPIRIT, Carers Network and many more
- ❖ These exist to champion causes and promote issues

How can I access this benefit?

- ❖ Information can be found on the [intranet](#) of all networks available
- ❖ Contact the leads listed under each of these networks and they will be available to provide more information and ways to get involved (contacts can be found [here](#))



More information on staff networks can be found [here](#)

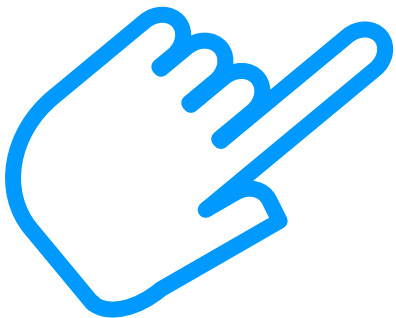


What does MoJ offer?

- ❖ A [Mental Health Strategy and Action Plan](#) has been adopted by MoJ
- ❖ There are a network of [Mental Health Allies](#) who act as a sounding board and signpost people to further resources
- ❖ Free [Access to work Mental Health Support Service](#) delivered by Remploy

How can I access this benefit?

- ❖ Speak to your manager about your mental wellbeing if you feel able or contact a [Mental Health Ally](#)
- ❖ Utilise the tools available



More information on mental wellbeing can be found [here](#)

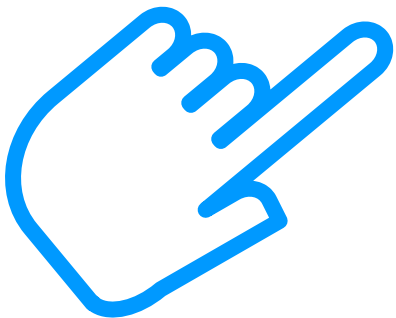


What does MoJ offer?

- ❖ Access to an occupational health service that provides health assessments for all staff
- ❖ Impartial advice about health-related absences or issues affecting you/your staff
- ❖ Consultations with health professionals and assessment reports

How can I access this benefit?

- ❖ Visit the [online Occupational Health portal](#) to refer a member of staff
- ❖ Call 0845 504 1000 for more information
- ❖ Visit the [Health Management](#) external website



More information on occupational health can be found [here](#)

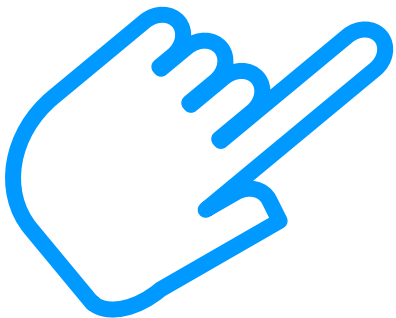


What does MoJ offer?

- ❖ MoJ has an internal workplace adjustments service designed to offer advice and guidance for all
- ❖ The workplace adjustment passport is a document which can be used by employees with a disability or health condition
- ❖ You can record your required needs in the workplace and use the document to address these with your line manager

How can I access this benefit?

- ❖ Download and complete the [workplace adjustments passport](#)
- ❖ Contact the [MoJWAS service](#) for support
- ❖ Share this with your line manager



More information on workplace adjustments can be found [here](#)