

Discretionary Bonus Scheme

Eligibility

This scheme is available for all staff between grades 1 – 3 with at least one years' service at Liverpool Hope University. Any bonus payment is at the discretion of the University and no employee has the automatic right to receive one.

Scheme details

The period under review runs from **1st December– 30th November**. Eligible staff will have their records checked for the above period. If an individual has a 100% attendance record throughout the period they will, at the **discretion** of the University, receive a £250 bonus (before deductions). If the individual has **no more than 2 days** of absence throughout the period they will, at the discretion of the University, receive a £125 bonus (before deductions). The payment will be paid in December's pay. Part time staff will receive a pro rata payment.

Excluded Absences

The following will be excluded from an individual's absence record when making any decisions on payments:

- Pregnancy related absences
- Absence directly related to a member of staff's disability
- Public duties
- Additional and Ordinary Maternity Leave (OML) absences
- Paternity Leave
- Injury at work absences if through no fault of the staff member

The appropriate HR Manager will confirm where an individual's absence will be excluded due to aforementioned reasons.

Communication

Members of staff who do not wish to receive any discretionary payment should inform their line manager or Personnel.

Review

The Director of Personnel will review the scheme and make any necessary changes or decisions that maybe required. This decision