This guidance should be read in conjunction with the:
Salary Sacrifice Guidance & Frequently Asked Questions

- Most Salary sacrifice schemes which staff join requires line managers signature
- This is to ensure that as the line manager, you are aware of any formal process which may have an impact on salary or employment status.
- Most salary sacrifice schemes that the Trust endorses are paid in advance, the monthly deduction from staff's salary is paying the Trust back for the benefits taken.
- The total value of ANY SALARY SACRIFICE must not exceed 10% of NET annual salary after taking into account any other deductions from salary including NI, Income Tax & Pensions.
- A copy of all salary sacrifice documents should be held on the staff member's personal file and accessed as part of the process when a staff member hands in their notice.
- It is worth noting that if there are no such documents the question “do you have any salary sacrifices?” should be asked. The sooner the member of staff lets you know the better. You or the member of staff can then let payroll know prior to any leaver's paperwork to ensure all monies are recovered.
- All monies owed will be taken from the members of staffs final salary. If a member of staff has longer than one months' notice period, then outstanding monies can be recovered over this period. The employee can also pay any outstanding monies prior to the final salary.
- It’s up to the employee to have this discussion with finance by emailing fleetmanagement@york.nhs.uk

For more Information
Contact the Staff Benefits Team:
E-mail StaffBenefits@york.nhs.uk
Telephone: 01904 721170 or 01723 342242

For any pensions related queries, please contact the pensions department
01904 725196 or 01723 342242