



Staff in Salary Sacrifice Schemes What you need to know as a line manager



York Teaching Hospital
NHS Foundation Trust

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

- Most Salary sacrifice schemes, which staff join, require a line managers signature.
- This allows the manager to ensure that if a staff member is in a formal process or it is known that they will not be employed for the duration of the contract, they can decline to sign.
- The Trust / LLP reserves the right to reject any application if staff are involved in a formal process which may have an impact on their salary or employment status.
- Most salary sacrifice schemes that the Trust endorses are paid in advance, the monthly deductions from staff's salary is paying the Trust back for the benefits taken.
- The total value of any/all 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 leavers process.
- 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:

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For any pensions related queries, please contact the pensions department

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