

## **LSCFT Welcome Bonus: Repayment Terms & Conditions**

Individuals obtaining assistance through the Welcome Bonus pilot scheme will be required to sign an agreement to return all or a proportion of monies paid, if they do not start on the agreed date detailed within their unconditional offer or if they voluntarily leave the employment of the Trust within two years of commencement.

If individuals take up employment in another service or role within the Trust, all future payments will cease.

Where an employee in receipt of a payment leaves a substantive post within the Trust, they will be required to return some or all of the payment received from their final month's salary, as specified below:

- Less than 12 months employment - 100% to be paid back
- From 12 – 18 months employment - 75% to be paid back
- From 18 – 24 months employment - 50% to be paid back

Any amounts not recouped by deduction from final salary will be required to be repaid immediately following employment ending (or in line with an agreed payment schedule as confirmed by the Finance team).

It is proposed that the return of payments will not apply in cases where the Trust's nominated Director/delegated officer is satisfied that the practitioner has ceased to work in this capacity due to one of the following reasons:

- enforced early retirement due to illness or injury
- death
- exceptional personal circumstances and with the approval of the Trusts nominated Director/delegated officer, and; Maternity (or other extended parenting leave agreed by the Trust) provided the employee gives an undertaking that they will return to practise and does so within a reasonable period, to be considered case-by-case by the Trust.

Any monies owing will be deducted from the individual's final salary. An invoice will be raised for any additional monies owed. However, to avoid financial hardship, individuals may make the repayment over a maximum 12-month period, with the agreement of the Head of Operations/Care Group Manager/Head of Nursing.

It is the responsibility of the employee's line manager to inform payroll and finance, should the employee leave their employment within 2 years of commencement. The payroll department will calculate the amount owing, and a request will be submitted to the Finance department to raise an invoice.

If an employee moves from one Inpatient unit to another, they cannot carry their incentive over with them, even if both roles would normally be eligible for a Welcome Bonus to be applied. In this instance, they would no longer be able to continue receiving payments for the previous role, and would need to return all or a proportion of monies paid up to that point.