



AGILE WORKING

The Association recognises that having a healthy work/life balance is important to employees and aims to support and empower colleagues to achieve this whilst reflecting the business needs of the organisation.

Employees are empowered and trusted to choose where they work (which may

include short-term working from home abroad), depending on the nature of their role, so long as they ensure they have a suitable, confidential and safe place to work where they can be an effective, efficient and productive team member.

The BDA will provide equipment such as a laptop, desk and chair to allow colleagues to work in a more agile way.

More details on this can be found in the BDA's Agile Working Policy.

FLEXIBLE WORKING HOURS

The BDA is committed to allowing employees to work flexibly, subject to the needs of members and the business needs of the Association, and we operate a flexible working hours policy.

Flexi-time allows staff, within certain limits, to adapt the hours they work to their domestic circumstances or social life by giving them the opportunity of varying start and finish times.

The working day core times and the pattern of flexible working is dependent on the job role and must be agreed with your line manager in advance.

FAMILY LEAVE

The BDA recognises that many employees either will have, or will be thinking of starting, families of their own during the tenure of their employment at the BDA.

In addition to supporting colleagues to ensure a healthy work / life balance, the BDA also has Maternity, Paternity, Adoption, Surrogacy, Parental and Shared Parental Leave Policies many of which offer enhancements over and above statutory requirements, subject to certain qualification criteria.

More details on these are available in the BDA's Family Leave policy.

ANNUAL LEAVE

We provide 37 days paid leave (inclusive of public holidays).

Annual leave is calculated on a pro rata basis for new staff, fixed term contracts, part-time workers and leavers.

Our offices are closed during the national Bank Holidays, which are also calculated on a pro-rata basis for new staff, part-time employees and leavers.

Additionally, the BDA is closed during the period between Christmas Eve and New Year's Day each year providing members of staff with an additional four days annual leave.



