

# WELLBEING FUND FOR PERSONAL DEVELOPMENT



01.01.2023



All staff can request a wellbeing contribution of £100.00 to learn a new skill or hobby or to support their wellbeing or personal development. Not only are we committed to your professional development, but we also want to support your personal growth too. We hope this fund helps you in investing in your whole self.



You can request £100.00 every year to pay for - or contribute towards - something which you are interested in or something that will help your personal development. This could include studying a new language, or starting a new hobby, a magazine subscription or something to aid your health. It does not have to be related to work.



To apply for this contribution, you will need to submit a request form (available from your Principal) on or around your birthday. The information you provide will be reviewed by the senior leadership team, and when your request is approved, you will receive the payment into your bank account via the Payroll process.

*The fund is subject to approval and should be spent on enriching, and developing yourself through classes, hobbies, membership fees or subscriptions. The benefit is available on a 12-months rolling basis, this means that you can only apply again for the fund once 12 months have passed since your last approved application (using your birthday as the anniversary date for a further request). The £100.00 (or amount up to £100.00) is payable as one payment - we cannot pay in instalments. The fund is only payable to staff who have passed their probation period, are not working their notice, or have not resigned. The terms of this scheme can be amended at any time by Melrose Education Limited without notice.*

