

Live Active Leisure

REMOVAL AND RELOCATION SCHEME

PURPOSE OF THE SCHEME

The Scheme is designed to provide financial assistance for **Our People** (both new starts and existing employees) who are required by the Live Active Leisure [the Company] to move home in order to live within reasonable distance of their workplace.

ELIGIBILITY

The Scheme applies, for both Removal and Relocation expenses, to employees at Duty Manager Level and above. The Scheme may be extended, with the approval of the Human Resources & Admin Manager, to other employees if special circumstances apply.

CLAIM SUBMISSION TIMESCALES

All claims must be submitted within 12 months of the date of appointment.

PENALTIES APPLIED

If an employee who received expenses in accordance with the scheme leaves the Company within 1 year of the date of appointment, the employee must repay the Company the full amount received. The repayment due thereafter will decrease by 1/24th of each full month of subsequent employment.

Employees who receive financial assistance and subsequently fail to relocate will be required to repay all monies received.

Employees who are compulsorily transferred out with the Company's employment under circumstances such as TUPE or who cease employment through early retiral or redundancy will not be required to repay removal and relocation expenses.

OTHER CONDITIONS AND FINANCIAL CEILINGS

The Company will consider reimbursing relocation expenses limited to a maximum total claim of £4,000. Employees must take up residence within reasonable distance of the workplace, having due regard to the duties of their post. Confirmation of eligibility for removal and relocation expenses will be provided at the interview and/or offer of employment stage.

Employees should note that the following categories are options which can be claimed under the Scheme. Quotations are required in some instances and receipts in all cases.

Note: The Company will consider only **reasonable** requests, as determined by the HR & Admin Manager for reimbursement under this Scheme.

CATEGORIES OF EXPENSES

A summary sheet of categories is shown at Appendix 1.

Removal Expenses

Reimbursement will be based on the cost incurred by the employee in the removal of furniture and household effects from old home to new, including VAT and insurance of goods in transit, subject to the limits detailed below.

If a contractor is to carry out the removal, the employee must obtain 3 competitive quotes for the removal and submit these to the HR & Admin Manager. The lowest tender will be reimbursed after the employee has submitted a quote from the contractor which agrees with the quotation. An employee can engage the contractor of their choice providing they pay the difference in cost between the approved lowest tender and the actual cost.

Alternatively, an employee can carry out their own removal. In this case, the Company will reimburse the actual cost of self-drive and fuel, providing this is less than the cost of a removal by contractors.

When an employee moves into temporary accommodation or lodgings, the Company will reimburse the employee the cost of the removal of furniture, etc, into storage and then the removal from storage to the new, permanent home subject to the financial limitations detailed above. In certain circumstances, a second removal of furniture and effects from temporary accommodation to the new permanent home will be reimbursed, subject to the financial limitations detailed..

Pre-employment Visits to View Property

The Company will reimburse all reasonable costs incurred by any new employee participating in the Scheme to visit the Perth & Kinross area prior to commencing employment for the purpose of seeking and viewing prospective accommodation.

Travel on Day of Removal

The employee will be reimbursed the cost of their own travel (and, where appropriate, dependants) from old home to new on the day of the removal. Travel costs should be reasonable and are restricted to 2nd class rail travel or interview mileage rates when travelling by car, whichever cost is actually incurred.

Legal Fees

Expenses incurred for sale and purchase will be reimbursed as follows:

Legal, House Agent and Mortgage Redemption fees and expenses necessarily incurred in the sale of the employee's old home.

Legal, Mortgage and Survey fees and expenses necessarily incurred in the purchase of the employee's new home, including any unsuccessful bona fide attempts to purchase.

Rental Expenses

Rental expenses incurred will be reimbursed as follows:

When the employee moves into temporary lodgings to take up the appointment, the Company will reimburse the employee up to a maximum of 26 weeks, or until the employee moves into permanent accommodation, whichever is the earlier.

Where the employee is in receipt of rental expenses and is temporarily separated from his/her dependants, reimbursement of second class travel (or lowest casual user rate) between temporary accommodation and old home will be reimbursed.

Commuting Allowance

As an alternative to rental expenses, the Company will reimburse the employee the cost of commuting from old home to workplace. This will be based on the lowest casual user rate, the lease car rate if appropriate, or the actual cost of public transport for up to 26 weeks.

Disturbance Allowance

The Company will consider claims for reimbursement of expenditure necessarily incurred on certain expenses connected with moving house.

Reimbursement will be limited to £600 and examples of possible claims under this heading are the alteration or purchase of:-

Curtains or blinds, carpets or floor coverings (excluding rugs), relaying carpets, fixtures and fittings, telephone (installation or reconnection, electrical appliance installation, postal redirection. Disturbance allowance does not cover bedding, soft furnishings, lighting or cost of decoration. If employees are in any doubt as to what can be claimed they should consult the HR & Admin Manager.

CLAIM FORM

Claim forms are available from the Company Head Office and employees should submit one with each claim under the rules of the Scheme.

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 SUMMARY OF CATEGORIES OF EXPENSES

Type of Expense	What Can Be Claimed	Limit to Claim
Pre-employment visits to view property	Employee and partner's travel expenses - return journey to Perth & Kinross area	Reimbursement of all reasonable claims will be made
Removal	Removal of furniture by contractor (3 quotes) OR Removal of furniture by employee (self drive and fuel) Removal into and out of storage (whilst in temporary lodgings)	Reimbursement of all reasonable claims will be made
Travel on day of Removal	Employee's (and dependants') travel on day of removal	2nd class rail travel or interview mileage rate
Legal Fees	Legal, house agent and mortgage redemption, and survey fees and expenses for the sale and purchase of employee's homes	Reasonable claims within the maximum £4000 limit
Lodging/Rental Expenses	Temporary lodgings in guest house or equivalent OR Let of council house or approved rented property when having problems selling old home. Travel from temporary lodgings/ accommodation to old home when employee is separated from dependants.	Reasonable claims for a period of up to 26 weeks. 2nd class rail or interview mileage rate (maximum 4 journeys)
Commuting Allowance (alternative to lodging/ rental expenses)	Commuting expenses from old home to workplace.	Interview mileage rate Maximum period of 26 weeks
Storage Charges	Storage and insurance costs.	Maximum period of 26 weeks
Disturbance Allowance	Expenditure necessarily incurred on certain expenses connected with moving house, ie curtains or blinds, carpets or floor coverings (not rugs), relaying carpets, fixtures & fittings, telephone installation/re-connection, installation of electrical appliances, re-direction of mail etc.	Maximum claim £600

TOTAL CLAIM LIMITED TO £4,000