

## RELOCATION EXPENSES

- 1 The individual will be a new entrant to CHS who is required to move house or an employee who, in the interests of CHS, is required by CHS to move house. Part time staff and Job Sharers also qualify on a ratio to contracted hours basis provided they satisfy the other criteria.
- 2 In no case will the assistance exceed the expenses actually incurred and total assistance granted will not exceed £5,000 including VAT. However, where the sum allowed is insufficient to cover the costs and the circumstances are considered to be exceptional, a case may be put before the Chief Executive who will determine, following consultation with Human Resources, whether or not an additional allowance be granted.
- 3 The employee will normally qualify for reimbursement to the approved limit provided he/she meets the following criteria
  - a are appointed on a permanent basis
  - b moves to a location within 25 miles of the new work place.
  - c will move a minimum of 20 miles nearer to the new work place to satisfy b above.
- 4 The reimbursement may be used in a number of respects by the individual in connection with relocation provided that total expenses granted will not exceed the figure or provisions applicable under paragraph (2) above. Examples may include the following:
  - a **Removal**
    - i The employee is free to arrange the removal and will require to settle the account personally with the Contractor.
    - ii Where secondary removals are required, eg from present accommodation to store to new accommodation, these expenses - including storage and associated charges - may be allowed where circumstances warrant but the total expenses granted will not exceed the figure or provisions applicable under Paragraph 2 above.
    - iii The employee may be granted not more than two days' paid leave when moving house.
  - b **Legal**

The legal expenses will be legal and other fees connected with sale and/or purchase of residence including any unsuccessful bona fide attempts to purchase.

**c Disturbance**

The disturbance allowance will be incidental expenses connected with moving house (alteration or replacement of curtains, fixtures and fittings, relaying floor coverings, conversions and installation of electrical appliances, etc).

**d Lodging**

As a measure of temporary assistance to an officer who is unable immediately to find accommodation within reasonable distance of the new place of employment, and where the officer has therefore to find temporary accommodation, the officer may wish to submit receipts for lodgings.

**5 General**

- 5.1 In any claim under these provisions it is necessary for the employee to settle the accounts personally and thereafter submit original receipted accounts to the Director who will make arrangements for the Director of Finance and Corporate Services to reimburse the employee with the amount of CHS' assistance.
- 5.2 In cases where it is considered by the Director to be inappropriate to approve payments under the scheme and the employee is aggrieved by this decision the matter will be referred to the Chief Executive for further consideration.
- 5.3 Where an employee wishes to apply for financial assistance under this Scheme but is unable to arrange actual removal within 12 months of the date of commencement of his or her duties, he or she must apply for extension of the 12 month period, stating reasons, to their Director not later than one month prior to the expiry of the 12 month period.
- 5.4 CHS reserves the right to reclaim any assistance given under the Scheme in whole or in part, should the employee leave CHS's employment within a period of three years. Recovery arrangements will be as follows:

Should the employee leave within 1 year	- Full amount
Should the employee leave within 1 - 2 years	- 50%
Should the employee leave within 2 -3 years	- 25%

- 5.5 CHS reserves the right to reclaim assistance given under the Scheme in full, if subsequent to accepting any payments the employee decides to withdraw his intention to move house. This would include action taken to withdraw his property from sale.