

Comparison Table		
Policies and Benefits comparison		
	TUBE LINES	LUL
Private Medical Insurance (PMI)	Managers and support managers offered single cover- taxable benefit. Provided through TFL healthcare trust Senior Managers offered family cover - taxable benefit. Provided through TFL healthcare trust	Band D - J.: Cover for employee only Taxable Benefit Band K - U: Cover for self plus partner with negotiated rates for dependant children.
Transport Benevolent Fund	Yes	Yes
Death in Service/Life Insurance	For those in TFLPF scheme as per TFL. TL pension scheme 3 x salary plus an extra payment for spouse or dependent	A lump sum of 4 times pensionable salary
Higher Duty Pay	Yes, but only after a minimum of between 1 shift and 15 days cover depending on the employee's substantive grade.	Yes, but not normally paid for periods less than 15 days.
Staff Travel	Staff and nominee Oyster cards	Staff travel – all employees employed on or after 1 April 1996 receive a staff oyster card and nominee oyster card. For those employed pre-1996 different rules apply.
Season Ticket Loan	Annual season ticket loans will only be granted for amounts in excess of £200 and not greater than £10000. Outstanding balance of interest free loans borrowed from TFL cannot exceed £10000.	Yes payable over 10 months
Maternity and Adoption Leave and Pay (Parental leave)	26 weeks ordinary maternity leave with full pay. 26 weeks additional maternity leave, 13 weeks paid at the statutory rate, the remaining 13 unpaid.	26 weeks ordinary maternity leave with full pay. 26 weeks additional maternity leave, 13 weeks paid at the full rate, the remaining 13 unpaid.
Paternity Leave	Additional paternity leave is available under the Shared parental leave policy.	Additional paternity leave is available under the Shared parental leave policy.
Parental leave	up to 18 weeks for all unpaid. An enhancement of of 2 weeks at 50% of the salary is payable, or a maximum of £200 whichever is the greater.	Up to 18 weeks for all
Family Leave	No specific policy - Refer to emergency leave	This can be paid or unpaid depending on manager's discretion. This also includes emergency leave
Emergency Leave	Up to maximum of 3 days paid leave	See above
Illness/Death and Funeral Leave	Up to 7 continuous days paid leave	Up to 5 days paid
Moving House	1 day every 5 years	1 day every 4 years
Religious Circumstances	Unpaid leave at the line manager's discretion	Unpaid leave at the line manager's discretion
Time off for exams	1 day paid leave per exam and 1 day paid leave per revision day per exam. Maximum 8 in any academic year	Special leave with pay provided exams are directly related to the employee's work
Unpaid leave	Yes after 3 years continuous service	Yes after 3 years continuous service
Jury Service	Paid leave less amount paid by Court	Contractual salary less compensation payable by courts
Call up Reservists	10 days paid additional leave for attending training courses	10 paid leave days for annual military training.
Time off for public duties	Reasonable time off unpaid save in certain circumstances	Paid and unpaid leave depending on the public duties involved. Lord Mayor/Mayor/Chair/Deputy Mayor/Local Authority: unpaid special leave as required and if necessary LU will make up any payment from the local authority to contractual salary; Member of Local authority: up to 33 days unpaid leave; Magistrate duties: up to 18 days paid special leave (all fees received up to the amount of contractual salary are paid to LU); Statutory Tribunals or Statutory Committees: if proposed by LU special leave with pay as necessary less any fees received up to contractual pay. If nominated by an outside body, special leave unpaid as required; Governor's leave: if a relevant educational body a reasonable amount of unpaid leave.
Flexible working	All employees have a right to request flexible working.	All employees have a right to request flexible working.
Career break	No career break policy - Refer to extended leave	Discretionary and unpaid maximum 5 years. Employee must have 3 years continuous service.
Reward	My TFL	My TFL
Protection of Earnings	If an employee is displaced due to re-organisation, they are entitled to 3 years protection of earnings from the date of displacement. If an employee is displaced due to medical reasons, the employee is entitled to contractual basic salary protected for a period of 9 years from the date of the new role, provided the employee has 3 or more years' service	Scheme effective from date of displacement of employee, length of protection for 3 years (up to 10 years for medical redeployment). Type of payment is a lump sum payment made once a year in advance. Scheme differs between pay bands
Long Service Award	Paid from 5yrs (£200) and then at 5yr intervals up to 50 years. 25yrs = £500, 40yrs = £1,000, 45 years =£1500	Employees with 25 & 40 years service will receive £250 bonds plus 1 day additional annual leave & £500 bonds plus 1 day additional annual leave
Fulltime Study	Not applicable	Sponsorship available
Reimbursement of professional fees	If relevant to the job, one institution per employee except in exceptional circumstances where 2 institutions may be allowed	If relevant to the job, one institution per employee except in exceptional circumstances
Sponsorship of Educational courses	Yes	Yes
First Aider Payment	An allowance of £250.00 for approved first aiders	Voluntary first aider - £50 (plus a further £100 for attending at least 12 voluntary classes). Approved first aider £200 (attending a 4 day first aider at work course, pass the relevant examination, maintain refresher training and complete re-examinations. Occupational first aider (who needs to be an approved first aider) £250
Recognition Scheme	TRACS	Make a Difference Awards
Extended Leave	Up to 26 weeks unpaid in special circumstances. Employees must have 3 years service and achieved a satisfactory level of performance and attendance	Discretionary and unpaid maximum 5 years. Employee must have 3 years continuous service.
Cycle to work	Salary sacrifice	Interest free loan
Childcare vouchers	Salary sacrifice	Salary Sacrifice
Attendance warning - The TLL Attendance policy will be used up until the transition from Oracle to SAP approx. April 2018	Absence recorded on Absence Manager tool. Each employee is given a 200 point threshold (under the Bradford Factor points based on a rolling 12 month period) before disciplinary action for non-attendance is instigated. At 125 points, employees will normally be invited to a case conference (but this could take place earlier). Trade Unions can accompany during the case conferences, disciplinary and appeal stages. Employees may be invited to an ad hoc case conference prior to reaching 125 points where a potential health problem is likely to escalate if it is not treated promptly. Similarly there may be occasions where the frequency or timing of an employee's absence warrants a case conference in order to consider any reasons for absences.	Employees have an unsatisfactory level of attendance where: (i) in any 13 weeks, there are 2 or more items of non-attendance; or (ii) in any 26 weeks there are 2 or more items of non-attendance totalling 5 or more shifts/working days. An item of non-attendance is: one shift/working day or more than one consecutive shift/working day of sickness absence or unauthorised absence, a failure to work a complete shift/working day without authority or a pattern of non-attendance. Non-attendance is dealt with under the disciplinary procedure. Trade Union can accompany during the sickness review meetings, case conference, LDI's and appeal stages.
Disciplinary warning	Cases of misconduct and gross misconduct are heard at a Disciplinary Hearing. Undertaken by one manager (sufficiently senior and experienced to be a credible chair) with no prior knowledge of the case or have any close involvement with the employee concerned. Trade Union support at investigation and hearing stages. *Warnings are valid for the following time frames: formal oral warning – up to 6	LDI - (local Disciplinary Interview) for misconduct cases, conducted by manager (not involved with the case) at line manager level. CDI (Company Disciplinary Interview), conducted by two managers the equivalent of MG grade not involved in the case and outside of the business area (from CDI roster). Employee has the right to be accompanied at LDI and CDI and appeal stages of both processes. *Warnings are

months; written warning – between 6 and 12 months; final written warning – 12 months. Warnings may exceed 12 months where there are serious breaches relating to Health & Safety or Drugs and Alcohol.

valid for the following time frames: formal oral warning up to 26 weeks; written warning 26 to 52 weeks; final written warning – 52 weeks. All warnings are valid from the date of the breach.

Two stages - stage 1 and stage 2 (Appeal). If the manager believes that the case falls under H & B, then guidelines within the policy will be used. Trade Unions can accompany at the formal stages and appeal. All grievances should be dealt with on an informal basis where possible in the first instance by raising issues with their line manager where appropriate. Every effort should be made to resolve the matter informally prior to raising the grievance.

Grievance has two stages - stage 1 and stage 2 (Appeal). Trade Union can accompany at each of the 2 stages of the grievance. In the case of H & B complaints every effort should be made to resolve informally through dialogue between the parties concerned or with the help of a manager, a H & B Advisor, a TU Rep or workplace colleague. Where this does not work the complaint should be raised formally in writing with the manager or PMA within 28 days of the incident occurring or informal action having failed. Employing manager to seek advice/assessment of complaint from AMH through PMA before progressing investigation either through H & B or grievance procedure. If following H & B procedure the manager can seek advice from AMH who has assessed the complaint. All appeals to H & B complaint outcomes, however must be heard by AMH's. Any matter referred to CDI following an H & B outcome will be heard by a panel made up of 2 AMHs. If the management is implicated in the complaint then the case will be investigated by an independent AMH.

Grievance/H & B