



Lifestyle Break Checklist

Introduction

We want you to be really clear on how you can support your colleagues who take a Lifestyle Break. As soon as a colleague has let you know that they're planning to take an extended period of time off unpaid, work your way through this checklist. This checklist should be used alongside the Lifestyle Break policy & Colleague Help System Guides which will provide you with more information.

Once your colleague has let you know they want to take a Lifestyle Break:

| Topic | Action | Complete |
|---------------------------|--|--------------------------|
| Policy | Familiarise yourself with the Lifestyle Break policy. Your colleague may have questions around the policy particularly around entitlement to time off, what happens when they return, and what happens to any benefits while they are off. | <input type="checkbox"/> |
| Unpaid Leave | Explain to the colleague that for the duration of the absence they will not receive any pay. | <input type="checkbox"/> |
| Contact Details | Ensure the colleague's contact details in Work & Pay are up-to-date before they start their leave. | <input type="checkbox"/> |
| Right to Work | Check if the colleague's right to work is due to expire during the Lifestyle Break: if so, explain that they must send us their new right to work whilst they are away. | |
| Remain an active employee | Explain to the colleague that they will remain in employment during the period they are planning to take off for Lifestyle and reassure the colleague that they will have a job to come back to at the end of their leave. | <input type="checkbox"/> |
| Loan Payments | Speak to the colleague and understand if they have any outstanding loan payments. Any loans must be paid up before the colleague is eligible for a Lifestyle Break: <ul style="list-style-type: none">• Outstanding overpayment• Outstanding funds paid towards an education programme sponsored by Tesco• Travel Loan• Interest Free Loan• Car Loan• Cycle to Work | <input type="checkbox"/> |
| Benefits | Check that the colleague understands what will happen to their benefits whilst they are away: <ul style="list-style-type: none">• Need & Market Car Allowance - removed• Save As You Earn - payments frozen• Buy As you Earn - payments frozen• Colleague Clubcard - both cards retained | <input type="checkbox"/> |

Once the dates for Lifestyle have been agreed

| Topic | Action | Complete |
|-------------------|---|--------------------------|
| Update Work & Pay | Book the Lifestyle Break on Work & Pay. | <input type="checkbox"/> |

| | | |
|---------------------------|--|--|
| Earned to Date Holiday | Use the below calculation to ensure all holiday hours earned to date are booked prior to the Lifestyle Break start date. | |
|---------------------------|--|--|

| | | |
|------------------------|---|--------------------------|
| | <ol style="list-style-type: none"> 1. Work out the number of calendar days between April 1st and the Lifestyle Break start date; 2. Use the entitlement table in Appendix 1 to find out how many weeks holiday the colleague is entitled to over the year by their length of service; 3. Calculate the number of hours holiday the colleague has earned up to the start of the Lifestyle Break: <p>Working Hours per week <i>multiplied</i> by number of weeks' holiday (as calculated in step 2) <i>divided</i> by 365 <i>multiplied</i> by the number of calendar days worked (as calculated in step 1).</p> | <input type="checkbox"/> |
| Disbursements | <p>Explain to the colleague that they will continue to accrue statutory holiday whilst they are away. They will be paid for this at specific points during , or at the end of the Lifestyle Break (minus any overbooked holiday taken before the Lifestyle Break began):</p> <ol style="list-style-type: none"> 1. On the first payday after 31st March (at the end of the holiday year) if the colleague is still away; 2. On the first payday following their return to work at the end of the Lifestyle Break. | <input type="checkbox"/> |
| Returning Early | Explain to the colleague that if they wish to return early, they should provide 8 weeks' notice of their intention to return to work and you will try to accommodate them, but it may not be possible. | <input type="checkbox"/> |
| Lifestyle Break Letter | Ensure the colleague as been handed the Lifestyle Break letter that will provide details of the start and end dates of the Lifestyle Break. | <input type="checkbox"/> |

Once the colleague returns to work

| Topic | Action | Complete |
|-------------------|---|--------------------------|
| Right to Work | If the colleague's right to work expired whilst they were on a Lifestyle Break, ensure you have a copy of their new right to work before they start back in the business. | <input type="checkbox"/> |
| Remaining Holiday | The colleague will receive a pro rata holiday entitlement on their return from the Lifestyle Break. This will be a pro rata amount from the date of their return to the end of the holiday year (minus any over booked entitlement prior to their leave that has not already been reclaimed). | <input type="checkbox"/> |
| Save As You Earn | Remind the colleague that if they wish to continue in any SAYE scheme, they will need to contact Equiniti to start their contributions again. | <input type="checkbox"/> |

Appendix 1 – excluding Tesco Bank

| Stores, Distribution and Office Work Level One (including Express Store Managers) | |
|--|--------------------------|
| Length of Service | Number of weeks' holiday |
| 12 months | 5.6 weeks |
| 1 year but fewer than 5 years | 6 weeks |
| 5 years but fewer than 10 years | 6.6 weeks |
| 10 years but fewer than 15 years | 7.2 weeks |
| 15 years or more | 7.6 weeks |
| Distribution and Office Work Levels Two and Three and all Store Managers (except Express Store Managers) | |
| Length of Service | Number of weeks' holiday |
| 1 year but fewer than 10 years | 6.6 weeks |
| 10 years but fewer than 15 years | 7.2 weeks |
| 15 years or more | 7.6 weeks |
| Work Level Four and above | |
| Length of service | Number of weeks' holiday |
| 12 months | 7 weeks |
| 1 year or more | 7.6 weeks |

Appendix 1 – Tesco Bank

| Tesco Bank Work Level 1 | |
|-----------------------------------|--------------------------|
| Length of service | Number of weeks' holiday |
| Less than 5 years | 6.6 Weeks |
| 5 years but less than 10 years | 7.2 Weeks |
| 10 years but less than 15 years | 7.4 Weeks |
| 15 years or more | 7.8 Weeks |
| Tesco Bank Work Levels 2&3 | |
| Length of service | Number of weeks' holiday |
| Less than 10 years | 7.2 |
| 10 years but less than 15 years | 7.4 |
| 15 years or more | 7.8 |
| Tesco Bank Work Level 4 and above | |
| Length of service | Number of weeks' holiday |
| Any length of service | 7.8 |