

Question	Answer
<b>Retained employees – benefits, pension and other deductions</b>	
1. What happens with any employee loans, eg season ticket loans?	Monthly deductions will continue to be made from your salary. You will not be asked to settle any outstanding balance on leaving the business.
2. I have some MyChoice benefits that I want to cancel and do not want any further deductions from my salary. How do I do this?	Unless you instruct HR/payroll before the payroll cut off date that you do not want any further deductions from your salary, these will continue as normal. Please note that no changes can now be made to October's salary. The next cut off date will be 14 <sup>th</sup> November 2019.
3. I purchased personal travel insurance through MyChoice. When does cover cease and will there be any more deductions from monthly pay?	Monthly deductions will continue for retained employees and cover will continue to the end of the month in which the deduction was taken.
4. I am purchasing additional annual leave through monthly deductions from pay. Will I be refunded my September deduction?	It has been decided that there will be no further deductions for 'holiday buy'. There will be no refund for September deductions.
5. What happens with any outstanding amounts due for some MyChoice benefits eg Bike2Work, Gymflex etc?	Monthly deductions will continue to be made from monthly pay. You will not be asked to settle any outstanding balance on leaving the business. You will be able to keep your bike and continue with gym membership until the expected end date of membership.
6. Are both employee and employer pension deductions still being made whilst I am retained?	Payroll deductions will continue as normal and all contributions will be paid to the pension scheme provider as normal.
7. With regards to life assurance, is cover still in place whilst I am retained?	Life assurance cover will remain until the date you leave the business.