

# HR Services

## Employee Handbook



### Corporate Gym Membership - Greenwich Leisure Ltd

UEL in association with Greenwich Leisure Limited offers a reduced annual Gym Membership. The gym membership is based on a staff member requesting that part of their salary is sacrificed each month to pay for the annual membership. The Prepaid Annual Single fee for the Wellness level membership is £313.65. Joining through the salary sacrifice scheme this figure would be reduced.

#### What is Included in the Membership

- Gym Induction and follow up appointments for programs
- Off peak and peak access
- Use of the pool
- Use of all Group Exercise Classes
- Use of the Fitness Arena
- Crèche - 1 x 2 hour session per week
- Access to all 4 Leisure Centres in the borough of Newham
  - Atherton Leisure Centre, 189 Romford Road, Stratford (5 minutes from Stratford Campus)
  - Balaam Leisure Centre, Balaam Street, Plaistow
  - East Ham Leisure Centre, 324 Barking Road, East Ham
  - Newham Leisure Centre, 281 Prince Regent Lane, Plaistow

#### What is not Included in the Membership

- Access to any of Greenwich Leisure Limited's other leisure centres, other than those stated above
- Health Suite
- Racquet & Ball sports
- Football Pitches
- Swimming Lessons
- Crèche over the above quota
- Track
- Sauna and Steam room

All facilities not included in the membership are available at an additional cost. To find out more about the Leisure Centres and their locations, please go to

<http://www.gll.org/borough/newham.asp>

## Procedure

1. If a staff member wishes to join the scheme, they should print off and sign the application form (below). The form includes an agreement with UEL for repayment of the salary sacrifice. The agreement would include a provision that if the staff member leaves UEL's employment during the salary sacrifice period, the outstanding gross balance would be deducted from their salary before they left. The repayments would be spread over a 12-month period.
2. The form needs to be counter-signed by the staff member's line manager, who in doing so is confirming that this member of staff is eligible for membership i.e. is a permanent, or on a 12 plus month fixed term contract of employment. Please take a photocopy of your completed application form, for your own records, as you will need to take this with to sign up at the gym.
3. Once the completed application form has been received by the Payroll team, the member of staff will be issued with a Letter of Introduction. The Letter of Introduction, will also be sent to Greenwich Leisure Limited, notifying them that you have signed up to the scheme. The staff member will then be able to attend any of the 4 Leisure Centres listed above, to book full gym induction if required, and be issued with their membership card.

Due to the payment system of salary sacrifice the following staff members are not eligible to join the gym membership scheme, Hourly Paid Lecturers, Spring staff and Student Union staff.

[Download Application Form](#)

For general enquiries regarding the gym membership, please email [HR Strategy and Change mailbox](#)

Details of how the salary sacrifice schemes work can be found here:

<http://www.uel.ac.uk/hrservices/documents/emhandbook/SalSacrifice.pdf>

If you have any further queries please e-mail the Payroll team: Tracey Hinton - [t.hinton@uel.ac.uk](mailto:t.hinton@uel.ac.uk) or Paul Kinsman - [p.r.kinsman@uel.ac.uk](mailto:p.r.kinsman@uel.ac.uk)

**HR Services  
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