

## **Free swimming lessons for employees who are non-swimmers**

### **If you work at or work near one of our centres:**

- You can get 20 free adult group swimming lessons, which must take place consecutively in a 6-month period.
- Lessons must take place in one of our centres and are subject to availability.
- To access, you need to sign up at a centre using your staff Legend Membership Number. If you don't have one of these, please follow the instructions on the benefits homepage.
- Speak with your centre's Aquatics Manager/ Swim Lead for more information on the adult swimming lesson programme and the correct class to join.
- If you're not sure who that is, please ask your Line Manager.

### **If you do not work near one of our centres:**

- You can claim for 20 adult swimming lessons, which must take place consecutively in a 6-month period.
- Due to the location of Lancer House not being near any of our centres, you can visit your local pool to get these lessons.
- If you work in a support role, which isn't site-based, the same condition applies, ie, simply find a swimming pool (doesn't have to be Serco-managed) near you.
- The maximum value you can claim for these lessons is £212.50 - this is equal to the highest price we currently charge for lessons across the business.
- To claim, you will need a receipt from the provider to send to your Line Manager with your filled out Expenses/BER form. It is important you get this in as soon as possible after signing up for the lessons as these need to be claimed within 3 months of your first receipt.
- On the BER form, please select Employee Dev/Training.

**Please check the Ts & Cs document, which you can access on the benefits homepage.**

