

## Holt Doctors CPD Loyalty Scheme - Summary

Our Loyalty Scheme is all about rewarding you for making Holt Doctors your locum agency of choice and providing you with ongoing Continuing Professional Development (CPD) and training support. When you work your first locum shift for Holt Doctors you will be automatically enrolled on to the scheme and within the 12 months every hour you work will contribute towards your total. For every hour over 500 hours you will earn money which can be used to pay for professional development. The more hours you work the more money you will have to pay for CPD training support.

As soon as you have worked 500 hours within 12-month period you are able to use the cash amount towards CPD – starting from £125.00 (500+ hours) up to a maximum of £625 (2000+ hours).

If you have accumulated over 500 worked hours which have not been used by the end of the 12-month period, the amount will be banked for you to use within the following 6 months. Your scheme start month will remain the same, even if you take a break from working.

If you have accumulated under 500 hours, your total will be reset to zero at the end of the 12-month period for you to start collecting again once your next timesheet is processed.

### What are my hours worth?

- a. **Over 500 - 999 hours** – CPD activities worth up to £125.
- b. **Over 1000 - 1499 hours** – CPD activities worth up to £250.
- c. **Over 1500 - 1999 hours** – CPD activities worth up to £400.
- d. **Over 2000+ hours** – CPD activities worth up to a maximum of £625

### What can I spend the money on?

You can use it to pay for any CPD / training related activities, which includes but is not limited to:

- **CPD and training courses (CPD accredited)**, i.e. Royal college membership, ALS, BLS, conferences, seminars, workshops, e-learning courses
- **GMC membership renewal**
- **Professional indemnity insurance**
- **Annual appraisal** – paid for and arranged on your behalf with one of our preferred appraisers

### How do I claim my money?

To claim your money accrued, you will need to submit a valid receipt which shows proof of payment for whatever you are claiming for. Please submit your receipts to your Recruitment Consultant. Upon presentation of a valid receipt, you will be reimbursed within 14 days.

- The receipt must be dated after the date you are enrolled on to the scheme.
- The receipt must show your name and proof of payment

## Loyalty Scheme Terms and Conditions

2. The CPD Loyalty Scheme (the “Scheme”) is open to doctors working as a locum through Holt Doctors (this includes our sister agency - Anaesthetists Agency).
3. Full details of what your hours are worth, what the thresholds are and how money may be redeemed can be found by reading the summary above. Please read these sections carefully as they form part of the loyalty scheme terms.
4. The scheme is only intended for personal use.
5. You will be expected to account for any tax and NI where applicable through your self-assessment tax returns.
6. We reserve the right to vary the amount hours are worth at any time.
7. Hours may only be redeemed for a monetary contribution towards CPD and training upon proof of receipt.

### How do take part in the scheme?

8. You will be automatically enrolled on to the scheme when you work your first locum shift and will then have 12 months to accrue as many hours as possible by working as a locum through Holt Doctors, Anaesthetists Agency.
9. The end date of the scheme is the last day of the month one year on from the start date e.g. if the start date is 17/07/2020, the end date is 31/07/2021.
10. If you have accrued 500 hours by the end of the 12-month period. If you have claimed against money earned during the year, it will be deducted from the total. The remaining amount to spend will then be banked for you to use over the next 6 months (from the date the scheme ended).
11. If you do not use the banked amount before the 6-month banking period expires, this amount will be lost.
12. Hours cannot be transferred to the following year after the 6 months banking period expires.
13. If you have worked less than 500 hours in the 12-month period, your hours value total will be reset to 0 and no hours will be banked as a value. Your scheme will restart from the date of your next processed invoice so your working hours can start earning you more.
14. There is currently no set end date of the CPD Loyalty Scheme. You will be advised prior to any end date being introduced after which your money value accrued will have an expiry date of two months.
15. If you wish to opt out of the Scheme, you can do this by notifying your recruitment consultant and your hours value will be reset to zero. You will need to confirm in writing should you wish to opt back in.

### How do I redeem the money?

16. You are eligible for the first threshold amount once you have accumulated 500 hours of work within a 12-month period.
17. Alternatively, you can choose to accumulate the value earned to receive a larger loyalty payment bonus.
18. To utilise the money, you need to notify your recruitment consultant of what you would like to use it for. Upon presentation of a valid receipt, Holt Doctors will reimburse you for that amount within 14 days.
19. Money can only be used once accrued from working the hours– there can be no advances

**If you have any questions relating to the CPD loyalty scheme, please email [marketing@holtDoctors.co.uk](mailto:marketing@holtDoctors.co.uk)**