

Extra Electric Vehicle Salary Sacrifice Scheme FAQ's

Please read the Driver Handbook first

What is salary sacrifice scheme?

A salary sacrifice car is a car you lease from a third-party supplier that has partnered with your employer. The cost of the car is deducted from your salary each month before you are taxed. The Octopus EV Salary Sacrifice Scheme (the "Scheme") is your Employer's ("our" "we" "us") electric vehicle salary sacrifice scheme – a valuable benefit enabling you to get a zero-emission car in return for sacrificing an amount from your salary. To offer you an all-in-one, easy to manage and affordable electric vehicle ("EV") package we have partnered with Octopus Electric Vehicles ("Octopus EV"), who are helping people transition to cleaner, fairer transport, an environmental goal that we believe in, which is why we've made this new Scheme available to you.

What is included in the car scheme?

- No deposit required
- No personal credit checks
- Fully comprehensive insurance, subject to eligibility
- Routine maintenance, servicing and repairs costs
- Up to 4 replacement tyres every 20,000 miles due to wear and tear, as well as punctures and accidental damage (such as curbing), in line with the BVRLA Fair Wear and Tear Guidelines.
- Accident management
- Breakdown assistance and recovery
- Early return protection in certain circumstances - as per clause 2.3
- Vehicle Excise Duty (VED, aka road tax)
- MOT where relevant

Cost of charging points on Aberystwyth University?

Information for charging points can be found here [Travel and Transport : About Us, Aberystwyth University](#)

Can local garages do work on the cars?

There will be no need for local garages to undertake any maintenance or repair work as this will be covered by Octopus within the lease contract. After purchasing a vehicle you will have access to the information in relation to garages.

I am unsure who to contact for further information regarding the salary sacrifice scheme?

Please contact Human Resources department who will be happy to assist. It is advised to contact Octopus directly who have people at hand to guide you through the process of any queries you may have 24/7.

I have ordered my car, when will the salary sacrifice agreement start?

Octopus will inform AU of the relevant salary sacrifice information, following the delivery of the car. The sacrifice will then be effective from your next pay date.

I am thinking of reducing my working hours, how will this affect my sacrifice arrangements?

You cannot sacrifice amounts which would result in your salary being lower than the Real Living Wage. A reduction in your hours of work would prompt a reassessment of your eligibility for the Scheme. If the reduction in your hours takes your pay below the Real Living Wage, you will be asked to return the car and you will be responsible for any early termination charges to exit the scheme. In these circumstances, the salary sacrifice arrangement will cease, and you will return to your original salary of employment.

What happens if I go on Maternity, Paternity or adoption leave during my employment?

You may keep the car during your parental leave; the salary sacrifice will continue whilst your salary is above the agreed sacrifice. If your pay moves to Statutory Pay or if your regular sacrifice would take your net pay below the Real Living Wage or Lower Earnings Limit thresholds during this time. You may be entitled to return the car without penalty or simply keep the car free of charge for a maximum of 12 months from the start of your leave. If the Term expires during a period of parental leave, you should return the car.

What happens if I have a long term absence from work?

You may keep the car during the period of Long Term Sickness Leave; the salary sacrifice will continue whilst your salary is above the agreed sacrifice. If your pay moves to Statutory Pay or if your regular sacrifice would take your net pay below the Real Living Wage or Lower Earnings Limit thresholds during this period you may be entitled to return the car without penalty as per the above Early Termination circumstances, or simply keep the car free of charge for a maximum of 3 months from the start of your leave. If the Term expires during a period of Long Term Sickness Leave, you should return the car.

What happens if I decide I don't want the vehicle any longer or resign?

If you change your mind or leave employment, you can cancel your car order free of charge up until your delivery date is confirmed. At this point, there's a cancellation fee of £250. Porsche Taycans are excluded from this policy.

If you need to pay a cancellation fee, we will deduct it from your net pay in the month following the cancellation. Delivery time frames vary considerably and are specific to each car make and model.

I would like to order a car on the scheme, but I have an existing vehicle I want to sell – When should I sell it?

You will be provided with an approximate lead time for the car you order, the manufacturer may sometimes change the date, which is outside of any control. If you have no other means of transport, you are advised to keep your existing vehicle until you take delivery of the new car.

Can I charge my car at work?

Yes – however only for the length of time the vehicle needs charging for. Do not leave the car parked in that space all day.

Are we able to add additional drivers?

Yes – you can add up to 2 additional drivers as long as they are eligible and over the age of 21.