

**Policy Title:** Cycle to Work Scheme Policy

<b>Policy Title:</b>	Cycle to Work Scheme Policy
<b>Description:</b>	To outline to staff the procedure to following in order to avail of the Cycle to Work Scheme
<b>Author (Position):</b>	Chief Financial Officer
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<b>Approved By:</b>	MIE Governing Body
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## **Cycle to Work Scheme Policy**

### **1. Context**

Marino Institute of Education (MIE) is a participating employer in the [Cycle to Work Scheme](#), which aims to encourage more people to cycle to and from work.

### **2. Purpose**

The scheme enables people to take advantage of a tax efficient arrangement that applies to the provision of bicycles and bicycle safety equipment. You can request MIE to purchase a bicycle and bicycle safety equipment on your behalf up to a maximum cost of €1,250; if the bicycle is a pedelec or ebike, the exemption is €1,500; and in return can have the cost deducted from your gross salary on a monthly basis over a 12 month period. An individual who opts for this arrangement will not be subject to income tax or PRSI on the value of the benefit, up to a maximum cost of €1,250 or €1,500 if the bicycle is a pedelec or ebike, which results in an overall saving for you because the payment is effectively made out of gross rather than net salary (see <https://www.biketowork.ie/> for an example of calculations).

The bicycle and/or equipment must be used by the employee mainly for what is termed 'qualifying journeys' i.e. trips which are all or part of an individual's journey from home to work.

### **3. Benefits:**

The scheme is applicable to all employees irrespective of contract status or duration.

### **4. Procedures**

Select a bicycle and/or equipment up to the value of €1,250, or €1,500 if the bicycle is a pedelec or ebike, from a participating bicycle shop of your choosing;

Obtain a written quote/invoice from the shop and submit it with your completed application form (see below) to the Finance Department, who will then arrange payment to the cycle shop;

1. If the cost of the bicycle exceeds €1,250 (or €1,500 if the bicycle is a pedelec or ebike), the excess amount must be paid to MIE, and submitted with the application;
2. Repayments through payroll deduction will commence at your next payment date, for a period of up to 12 months. Shorter repayment periods may be required for staff on short-term contracts.

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### 5. Terms and Conditions:

1. The tax exempt benefit-in-kind will be limited to €1,250 (or, if the bicycle is a pedelec or ebike, the exemption is €1,500), including delivery charges. The employee is required to reimburse the purchase amount to MIE through salary sacrifice, over a maximum period of twelve months; deductions must be of equal amounts – fluctuating deduction amounts will not be facilitated (except in cases of temporary summer lay-off, where deductions may be temporarily suspended).
2. If you are on a fixed term contract the deductions must be completed in full before your contract ends, e.g. if you have five months remaining on your contract the deductions must be made over that five month period.
3. If your contract of employment is terminated for whatever reason you must repay in full any monies owed under the scheme before you finish employment with the Institute.
4. The tax-exemption may only be provided to an individual employee once in a four-year period; note that if you avail of the [Cycle to Work Scheme](#) for even a small amount of expenditure relating to the provision of bicycles and/or safety equipment, you will not be able to avail of it again for four years;
5. Electric bikes (also known as 'pedelecs') are eligible for the scheme, including a bicycle or tricycle which is equipped with an auxiliary electric motor having a maximum continuous rated power of 0.25 kilowatts, of which output is progressively reduced and finally cut off as the vehicle reaches a speed of 25 kilometres per hour, or sooner if the cyclist stops pedalling;
6. Insurance/Maintenance: Employees should ensure that they have adequate insurance cover in the event of loss, damage or of an accident while using the bicycle. MIE accepts no liability in this regard; similarly, MIE accepts no responsibility, financial or otherwise, for the condition or maintenance of the bicycle or equipment.

### 6. Related Documents

- 6.1. Cycle to Work Application Form (see [Appendix 1](#))

## Appendix 1

<b>Cycle to Work Application Form</b>
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*The completed form should be submitted to the Finance Department.*

***Please ensure that you attach the written quote/ invoice from shop.***

I \_\_\_\_\_, declare that the bicycle to be purchased by my employer on my behalf as part of the [Cycle to Work Scheme](#) is for my own personal use and will be used mainly for the purposes of qualifying journeys, where qualifying journeys are defined as whole or part (e.g. between home and train station) of a journey between an employee's home and normal place of work.

I wish MIE to make payment directly to the cycle shop providing the quotation.

***Change to Terms and Conditions of Employment:***

Please alter the terms and conditions of my contract to forego €\_\_\_\_\_ of my annual salary for the purchase of a Bicycle and safety equipment. I have indicated above my request to participate in the [Cycle to Work Scheme](#), and accept the change to my terms and conditions of employment.

I understand that I can only avail of the scheme once in a four year period. I agree that the above salary reduction will take the form of regular deductions from my salary, over a 12 month period (or such shorter period as may be agreed).

On termination of my employment for whatever reason I declare that I will repay in full any monies outstanding under this scheme, and I authorise that any outstanding balance can be deducted from my salary if alternative arrangements have not been agreed.

I also confirm that I have read, understood and accepted the conditions outlined in [MIE's Cycle to Work Scheme Policy](#).

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***(Please keep a copy of this document for your own records)***