

Talent Match

Staffordshire

Standard Terms and Conditions of Employment Summary

Pay Date: On or around the 24th of the month.

Expenses: On production of validated claim form with receipts, mileage paid at 45ppm.

Pension: Employer matched from 1%-3% of basic salary and subject to auto-enrolment regulations.

Probationary Period: usually 6 months.

Hours of Work: Full time equivalent hours are 37 hours per week. These hours are flexible but should normally be for 7½ hours each working day Monday to Thursday and 7 hours on Friday, within the hours 8.00am and 6.00pm. If you work 6 hours or more, you are entitled to an unpaid rest break of 30 minutes; normally to be taken between 12 noon and 2.00pm. Core hours are 10.00am to 12 noon and 2.00pm to 4.00pm. Staff working full days or whole mornings/afternoons are expected to be at work during these times unless varied by prior agreement with their line manager. You may be required to work in the evenings or at weekends as Talent Match Staffordshire may consider necessary to meet its needs or as may be necessary for the efficient discharge of your duties. In exceptional circumstances, time off in lieu may be given for work in excess of your normal hours.

Holidays: 28 days per year plus 8 English Bank and public holidays, pro-rata for part-time employees.

Sickness Pay: as follows (pro-rata for part-time employees), subject to compliance with our Sickness Absence Policy.

	Full pay	Half Pay
Probation period	-	-
Beyond probation period up to one year	2 weeks	2 weeks
Second year	4 weeks	4 weeks
Each subsequent year	6 weeks	6 weeks