
Key Terms and Conditions

Hours

1. Your normal hours of work are 5 days – 37½ hours per week to be worked in accordance with our flexi-time scheme (the “core hours” of which are 10am until 4pm).

Holiday

2. In addition to the 8 normal bank / public holidays, your annual holiday entitlement is as follows:
 - In your first years’ service – 25 days, pro rata for complete months worked
 - After 2 years’ service* – 26 days
 - After 4 years’ service* – 27 days
 - After 6 years’ service* – 28 days
 - After 8 years’ service* – 29 days

*Increases come into the year following qualification.

An additional ‘INTRAC Day’ is given at Christmas on a day agreed by the Directors.

Holiday entitlement is pro-rata for part-time employees.

Sickness and sick pay

3. Full normal pay for the period specified below:
 - First 6 months of service - up to 5 working days
 - 6 months to 1 years’ service - up to 10 working days
 - 1 to 2 years’ service - up to 20 working days
 - 2 to 4 years’ service - up to 40 working days
 - Over 4 years’ service - up to 60 working days

Pension

4. Subject to eligibility, we will automatically enrol you into the Company’s nominated pension scheme. You can opt-out if you do not wish to be in Scheme. If you do not opt out, we will deduct your contributions to the pension scheme from what we pay you. Current details of the Scheme and your rights relating to it, and of your and our contributions, will be provided to you separately.

There is no contracting-out certificate in force in relation to your employment under the Pension Schemes Act 1993.