

## CONTRACTS OF EMPLOYMENT

All employees should have a written contract of employment.

### **HOLIDAY**

Every worker, whether part time or full time is entitled to 5.6 weeks annual leave.

A weeks leave literally allows the staff member to be away from work for a working week.

That is the same amount of time as their working week, averaged over the previous 12 weeks, or if no pay was due, the last previous week for which pay was due.

If a worker does a 5 day week he or she is entitled to 28 days leave. ( 5 x 5.6)

If he or she does a 3 day week the entitlement is 17 days leave. ( 3 x 5.6)

There is no statutory right to take Bank Holidays off, such holiday is included within the 28 days.

Entitlement to Bank holidays off will depend upon the Contract of Employment.

Employers can set the times that workers take their leave, for example for a Christmas shutdown.

The entitlement to paid annual leave, including the right to compensation payments for untaken leave when you leave your job, begins on the first day of employment.

Normally the employer uses an accrual system whereby the entitlement to leave accrues throughout the holiday year; the amount of leave building up monthly.

*For workers employed on a rota system a weeks pay is based upon an average of the hours worked over the preceding twelve weeks.*

Entitlement to paid holidays can accrue during periods of sickness.

## **NOTES TO A BASIC CONTRACT OF EMPLOYMENT**

### **STATUTORY SICK PAY**

For the current year ending 5th April 2015 employees earning less than £111 per week are not entitled to Statutory Sick Pay and if off work for sickness must contact the Benefits Agency to establish their entitlement to alternative benefit.

Employees earning more than £111 per week are entitled to Statutory Sick Pay (for a maximum of 28 weeks) paid by the employer at a rate of £87.55 per week.

SSP is regarded as pay and is therefore subject to PAYE and national insurance deductions as appropriate

