

## Key Information Document

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

Further information can be found at Careermakers

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 020 7215 5000 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

### GENERAL INFORMATION

<b>Your name:</b>	
<b>Name of employment business:</b>	Careermakers Recruitment (UK) Ltd
<b>Your employer (if different from the employment business):</b>	
<b>Type of contract you will be engaged under:</b>	Contract for Services
<b>Who will be responsible for paying you (if different from your employer):</b>	
<b>How often you will be paid:</b>	Weekly
<b>Expected or minimum rate of pay:</b>	£10.42 per hour
<b>Deductions from your pay required by law:</b>	PAYE Tax and National Insurance
<b>Any other deductions or costs from your pay (to include amounts or how they are calculated):</b>	Pension after 12 weeks. This is 5% of your earnings. You have the option to Opt out.
<b>Any fees for goods or services:</b>	None
<b>Holiday entitlement and pay:</b>	28 Days Including Bank Holidays per annum
<b>Additional benefits:</b>	None

### EXAMPLE PAY

<b>Example rate of pay:</b>	£10.42 x 40 hours = £416.80
<b>Deductions from your wage required by law:</b>	PAYE Tax = £35.01 Employee National Insurance = £21.01
<b>Any other deductions or costs from your wage:</b>	Pension after 12 weeks = £14.84
<b>Any fees for goods or services:</b>	None
<b>Example net take home pay:</b>	Pre Pension - £360.78 Post Pension - £348.90

## Holiday Pay

Under the Working Time Regulations 1998, and as from 1st April 2009 the Temporary Worker is entitled to 5.6 weeks' paid leave per leave year (28 days (including bank holidays) for a person who normally works 5 days/week, 22.4 days if work 4 days per week, 16.8 days if a regular 3-day week).

Entitlement to Annual Leave is Health & Safety Legislation and governs the statutory and entitled periods of rest; therefore, this is why we accrue and Pay Annual leave in units of time. This is because Careermakers Recruitment must demonstrate an Agency Worker has accrued and taken their statutory entitlement (minimum 5.6 weeks per year or proportion of) as per the Working Time Regulations 1998.

Regulation 13 of the Working Time Regulations 1998 states the entitlement to statutory holiday pay is to be based on a week's pay. Agency Workers under Contract for Services by definition have no obligation to attend, and Careermakers Recruitment have no obligation to offer work therefore no working week is guaranteed. Also, Agency Workers may have the opportunity to work on numerous contracts within a week on numerous pay rates; therefore, there is **no standard week** or basic pay. Thus Sections 221 to 224 of the Employment Rights Act 1996 state, if there is no set basic weeks' pay then the calculation for Annual Leave would be the average pay earned over a 52-week reference period. (52 paid weeks).

### How your average hours and pay is worked out.

Holiday pay is based upon your last fifty two weeks pay (not 52 calendar weeks). However, if you have only worked for the company for 4 weeks, your average would be based over 4 weeks.

We add up the total number of normal hours you have worked within the last 52 paid weeks and we add up the amount of gross pay you have been paid. This includes all Bonus payment, ad-hoc overtime, shift allowances etc. Holiday pay is calculated on your total Gross Pay.

So, if you have worked a total of 1785 hours and have earned £18599.70 for these hours, these are the figures we will use to calculate your average hours per week and your average hourly rate.

1785 hours divided by 52 = 34.33 hours per week would be your average working week.

£18599.70 divided by 1785 hours = £10.42 which is your average hourly rate.

You must remember that although you think you always work a 35-hour week, the fact that we have had a bank holiday or you took a day off sick or had two hours off to go to the dentist, will all affect your average hours per week.

### How many days are you entitled to per year?

The current rules say that you should have 5.6 weeks per year holiday; the legislation is in unit weeks as people have different working weeks e.g. 5-day week, 2-day week, 3.5-day week (4 on 4 off).

Therefore, in the situation of a 5-day week; 0.2 of a week is 1 day, 0.4 of a week is 2 days etc.

In the situation of a 2-day week; 0.5 of a week is 1 day, and 2 days would represent a whole week off so will be 1.0.

As the year is 52 week long we take away the 5.6 weeks' holiday and this leaves each person with a total of 46.4 weeks per year when they are available to work.

So, if we divide 5.6 holiday weeks by 46.4 working weeks, this gives us 0.1207 (4 d.p).

This means that for every week you work you are entitled to 0.1207 of a week or in other words just over half a day. If you worked for 5 weeks you would be entitled to 5 x 0.1207 which is 0.6035 – about 3 days' pay. If you worked 10 weeks you would be entitled to 10 x 0.1207 which gives you 1.207 weeks or put another way a little over 6 days.

Below is a table of holiday weeks and corresponding days (Please note this table will be different should your normal working week not be a 5-day week):

0.1 week	0.5 day	0.9 weeks	4.5 days
0.2 weeks	1.0 day	1.0 weeks	5.0 days
0.3 weeks	1.5 days	2.0 weeks	10 days
0.4 weeks	2.0 days	3.0 weeks	15 days
0.5 weeks	2.5 days	4.0 weeks	20 days
0.6 weeks	3.0 days	5.0 weeks	25 days
0.7 weeks	3.5 days	5.6 weeks	28 days
0.8 weeks	4.0 days		

**So how much will I get paid.**

In the examples above, let's keep it simple.

You have worked for the last 52 weeks, worked 1785 hours, and have earned £18599.70 gross. You decide to take 1 week off and leave the rest of your holidays for another time.

You would be paid 1785 divide by 52 = 34.33 hours, which is your **average working week**.

£18599.70 divide by 52 = £357.69 is your **average weekly pay**.

£357.69 ÷ 34.33 hours = £10.42 is **average hourly pay per week**. Again,

using the above figures, if this person wanted to take 1 day You would

be paid 1785 divide by 52 = 34.33 hours

£18599.70 divide by 1785 = £10.42 per hour

34.33 hours per week, divided by 5 days = 6.87 hours per day

Therefore, 6.87 hours x £10.42 = £71.59 **Holiday Pay for 1 day**.

Where a Temporary Worker wishes to take paid leave s/he should notify the Client and Careermakers Recruitment by completing a Holiday Request form giving at least 1 weeks' notice. Payments will only be made for holiday time accrued and payments cannot be made in lieu of holiday entitlement.

**Where a Bank Holiday or other public holiday falls during an Assignment and the Temporary Worker does not work on that day, then subject to the worker having accrued entitlement to payment for leave; please be aware that the normal holiday process MUST still be adhered too. Please see handbook for further details. You will receive this on acceptance of your first assignment.**

Were the contract is terminated by either party and the P45 is requested the Temporary Worker shall be entitled to a payment in lieu of any untaken leave.

