

## Statement of Main Terms

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# STATEMENT OF MAIN TERMS OF EMPLOYMENT

This statement sets out key terms and conditions which apply to your employment and makes up part of your contract of employment. Further terms and conditions can be found in the Employee Handbook, which also makes up part of your contract of employment unless otherwise stated.

**Employer name:**

**Employee name:**

You are employed as a XXX. Your employment began on XXX and this is taken to be the start date of your continuous employment. You are employed on a fixed-term basis to cover for the maternity leave of an existing employee and your employment is expected to last for a maximum of 6 months subject to earlier termination in accordance with the notice provisions below. No other period of employment counts towards your continuous employment.

### Work location

Your normal place of work is 24 Station Street, Douglas, IM1 1LE. You will not be required to work outside the Island.

### Working hours

Your normal hours of work are XXX per week according to a shift system. Your shifts will be allocated according to a rota and you will be informed of your required shifts one month in advance. The Company reserves the right to amend any shift notified to you, however, it will make all reasonable efforts to ensure that this does not happen on a frequent basis.

If you are on a day shift, your hours will be XXXam to XXXpm. You will receive a 30 minute unpaid break each shift.

If you are on a night shift, your hours will be XXXpm to XXXam. You will receive a 30 minute unpaid break each shift.

You may be required to work overtime from time to time when demand for our service is high. We will give you at least one weeks' notice of the additional hours.

### Pay

You will receive £20,000 per annum payable in arrears by BACS payment. You will be paid on the 15<sup>th</sup> of every month. If this date falls on a weekend, you will be paid on the Friday immediately before the 15<sup>th</sup> of that month. You will receive an itemised pay statement each month setting out any deductions made.

### Collective agreement

None of the terms and conditions of your employment are governed by a collective agreement.

### Holidays

The company's leave year runs annually from 1<sup>st</sup> January to 31<sup>st</sup> December. You are entitled to 4 working weeks' paid annual leave. In addition, you are entitled to paid leave on Public/Bank Holidays as listed below, or alternative days as nominated by the company:

New Year's Day	TT Bank Holiday
Good Friday	Tynwald Day
Easter Monday	Summer Bank Holiday
Early May Bank Holiday	Christmas Day
Late May Bank Holiday	Boxing Day

Because of the nature of our business, you may be required to work on Public/Bank Holidays.

Please see our Employee Handbook for the company's operational rules on booking holidays. Please ensure you receive confirmation that your holiday request has been authorised before confirming any travel plans as a refusal may result in the loss of money.



You will receive your normal rate of pay when you are on holiday. If you are required to work on a Public/Bank Holiday, you will receive your normal daily rate and will be entitled to take an alternative day in lieu on a date to be agreed with the company.

Upon termination of your employment, you will be paid for any holiday which you have accrued but not taken. If you have taken holiday in excess of the amount accrued at termination, the company reserves the right to deduct an amount equivalent to the value of the holiday from your final pay.

### Sick pay

You are not entitled to receive sick pay from the company during periods of sickness or injury absence. However, you may be entitled to payments from Social Security, whom we encourage you to contact for more information.

## CAPABILITY AND DISCIPLINARY PROCEDURES

The disciplinary rules that form part of your contract of employment and the procedures that will apply when dealing with capability or disciplinary issues are shown under the headings "Capability Procedures" and "Disciplinary Procedures" in the Employee Handbook to which you should refer.

## CAPABILITY/DISCIPLINARY APPEAL PROCEDURE

Should you be dissatisfied with any decision to take action or dismiss you on capability/disciplinary grounds, you should apply, either verbally or in writing, to XXX within five working days of the decision you are complaining against. Further information can be found in the Employee Handbook under the heading "Capability/Disciplinary Appeal Procedure" to which you should refer.

## GRIEVANCE PROCEDURE

Should you feel aggrieved at any matter relating to your employment, you should raise the grievance with XXX, either verbally or in writing. Further information can be found in the Employee Handbook.

## NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYER

Under 1 months service – Nil.  
1 month but less than 2 years service – 1 week.  
2 years service or more – 1 week for each completed year of service to a maximum of 12 weeks after 12 years.

## NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYEE

Under 1 months service – Nil.  
1 month but less than 2 years service – 1 week.  
2 years service or more – 1 week for each completed year of service to a maximum of 4 weeks after 4 years.

## PENSION AND PENSION SCHEME

There is an occupational pension scheme applicable to your employment. A Pensions Scheme contracting-out certificate is not in force in respect of your employment.

## RETIREMENT AGE

The company does not operate a mandatory retirement age.

.....(Date)  
For and on behalf of the Employer

I acknowledge receipt of this statement and agree that, for the purpose of the Working Time Regulations, any applicable entitlements and provisions constitute a Relevant Agreement.

.....(Employee) .....(Date)

