

PRINCIPAL STATEMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

This statement is issued by **SYMONDS NURSING HOME LIMITED, SYMONDS HOUSE, SYMONDS LANE, LINTON, CAMBRIDGESHIRE, CB1 6HY** in accordance with the Employment Rights Act 1996. It sets out your terms and conditions and forms part of your Contract of Employment. You will be notified in writing within one month of any change.

NAME:

JOB TITLE:

Your employment with us began on:

Your continuous employment began on:

PLACE OF WORK

Your normal place of work is as above.

REMUNERATION

Your salary will be as detailed on your pay statement. It will be paid at monthly intervals in arrears by credit transfer. Your current basic salary is £ pa. From July 1st 2001 your remuneration will be increased to £26,000 pa and from July 1st 2002 it will be increased to £28,000 pa.

HOURS OF WORK

Your normal hours of work are 40 hours each week. You are entitled to a 1 hour unpaid meal break for each period of duty. You are required to work additional hours as necessary and to provide 'on-call' and emergency cover. You will be required to work evenings and weekends.

HOLIDAYS

You are entitled to working weeks' holiday entitlement inclusive of Bank/Public holidays. Our holiday year runs from 1st April to 31st March and your entitlement in any year is based on 1/12 of your entitlement for each completed month of employment. Full Holiday procedures are contained in the Employee Handbook and are part of your Contract of Employment.

NOTICE OF TERMINATION

Notice to be given by Employer

Notice to be given by Employee

3 months irrespective of service

3 months irrespective of service

We reserve the right to make payment in lieu of notice for the above notice periods.

DISCIPLINARY APPEAL AND GRIEVANCE PROCEDURES

If you are dissatisfied with any disciplinary decision apply to the Managing Director.

If you have any grievance relating to your employment apply to the Managing Director.

Full details of the appeals and grievance procedures are contained in the Employee Handbook and are part of your Contract of Employment.

PENSION ARRANGEMENTS

You will have the option of a Stakeholder pension. There is no contracting out certificate in respect of employment to which this statement refers.

SPECIAL CONDITIONS

Transportation

It is essential for the better performance of your duties that you provide at your own expense, your own transport and such transport is available for occasional business use. A mileage rate will be paid for business mileage as notified to you from time to time.

OTHER TERMS AND CONDITIONS

You are referred to the Employee Handbook, the contents of which taken together with these provisions form part of your Contract of Employment.

For and on behalf of the Employer

DATE

I acknowledge receipt of this statement

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(Employee)

FORM CS1

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PLACE OF WORK

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REMUNERATION

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HOURS OF WORK

Your normal hours of work are 40 hours per week Monday to Friday with one hour for lunch, plus those hours necessary to fulfil your duties to the satisfaction of the Directors. This may include evenings, nights and weekends. You are required to respond to call outs in times of emergency and to be 'on-call'.

HOLIDAYS

You are entitled to working weeks' holiday entitlement inclusive of Bank/Public holidays. Our holiday year runs from 1st April to 31st March and your entitlement in any year is based on 1/12 of your entitlement for each completed month of employment. Full Holiday procedures are contained in the Employee Handbook and are part of your Contract of Employment.

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HOURS OF WORK

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REMUNERATION

Your wage will be as detailed on your pay statement. It will be paid at monthly intervals in arrears by credit transfer. Your current basic wage is £ ph.

HOURS OF WORK

Your normal hours of work are 8.30 am to 5.00 pm Monday to Friday with ½ hour unpaid break. You are required to work additional hours as necessary.

HOLIDAYS

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Monday to Friday	-	Plain time
Saturday	-	£ per hour
Sunday	-	£ per hour

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HOURS OF WORK

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HOLIDAYS

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REMUNERATION

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HOURS OF WORK

Your normal hours of work are a minimum of hours per week worked Monday to Friday with unpaid break. You will also be required to respond to call-outs in times of emergency or when urgent work is required e.g. for safety/security or essential services reasons.

HOLIDAYS

You are entitled to working weeks' holiday entitlement inclusive of Bank/Public holidays. Our holiday year runs from 1st April to 31st March and your entitlement in any year is based on 1/12 of your entitlement for each completed month of employment. Full Holiday procedures are contained in the Employee Handbook and are part of your Contract of Employment.

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Monday to Friday	-	Plain time					
Saturday	-	£	per hour	Sunday	-	£	per hour

Call-outs

Call-outs will be paid at rate of £ per call out plus travelling time.

OTHER TERMS AND CONDITIONS

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REMUNERATION

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HOURS OF WORK

Your normal hours of work are a minimum of _____ hours each fortnight according to your rota. You are entitled to a unpaid break. You are required to work additional hours as necessary.

HOLIDAYS

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REMUNERATION

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HOURS OF WORK

Your normal hours of work are a minimum of hours per week according to your rota by management, with unpaid break. You are required to work additional hours as necessary.

HOLIDAYS

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REMUNERATION

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HOURS OF WORK

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PLACE OF WORK

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REMUNERATION

Your wage will be as detailed on your pay statement. It will be paid at monthly intervals in arrears by credit transfer. Your current basic wage is £ ph plus night rate allowances for hours worked as follows:

Monday to Thursday after 9pm	-	time and one third
Friday 9pm to 12 am	-	time and one third
Saturday 12am to 7am	-	time and one third plus half time of basic rate.
Saturday 9pm to 12am	-	time and one third plus half time of basic rate.
Sunday all day	-	time and one third plus time at basic rate.
Monday 12am to 7am	-	time and one third.
Bank Holidays	-	time and one third plus time at basic rate.

HOURS OF WORK

Your normal hours of work are a minimum of hours each week according to your rota. You are entitled to a ½ hour unpaid break. You are required to work additional hours as necessary.

HOLIDAYS

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Monday to Thursday	- £
Friday	- £
Saturday	- £
Sunday	- £
Bank Holiday Friday into Saturday	- £
Weekday night into Bank Holiday	- £
Sunday night into Bank Holiday	- £
Bank Holiday night before another Bank Holiday	- £
Bank Holiday night into weekday	- £

HOURS OF WORK

Your normal hours of work are a minimum of each week according to your rota. You are entitled to a ½ hour unpaid break. You are required to work additional hours as necessary.

HOLIDAYS

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ADDENDUM

SPECIAL CONDITIONS

Sickness Injury

In addition to SSP you are entitled to the following sickness/injury payments in any one year period. Your sick pay entitlement is calculated by deducting any entitlement to Statutory Sick Pay. Payment for sickness absence is at the discretion of the Managing Director. Sick pay will not be paid for the first 3 days of each and every sickness absence, only complete days of sickness absence count for this purpose.

LENGTH OF SERVICE		ENTITLEMENT
Up to 6 months service	-	Nil - employees will be entitled to SSP. only during this period.
6 months to 1 year	-	1 weeks basic entitlement 1 weeks half the basic entitlement
1 year to 2 years	-	2 weeks basic entitlement 2 weeks half the basic entitlement
2 years to 5 years	-	4 weeks basic entitlement 4 weeks half the basic entitlement
5 years to 10 years	-	6 weeks basic entitlement 6 weeks half the basic entitlement
10 years to 15 years	-	8 weeks basic entitlement 8 weeks half the basic entitlement
Over 15 years	-	12 weeks basic entitlement 12 weeks half the basic entitlement

For and on behalf of the Employer

DATE

I acknowledge receipt of this statement

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(Employee)

FORM CS1