

## 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 by contacting Jackie Wilsher Staff Service on 01525 852225

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: (name of temporary worker)</b>	
<b>Name of employment business:</b>	Jackie Wilsher Staff Service
<b>Type of contract you will be engaged under:</b>	'Contract for Service'
<b>Who will be responsible for paying you (if different from your employer):</b>	Jackie Wilsher Staff Service
<b>How often you will be paid:</b>	Weekly. Our working week for payment runs from a Saturday to Friday.
<b>Expected or minimum rate of pay:</b>	No less than the minimum wage. (Your actual rate of pay will be confirmed separately for each assignment you undertake)
<b>Deductions from your pay required by law:</b>	PAYE Tax Employee's National insurance. Employee pension – auto enrolment (unless you decide to opt out of the pension)
<b>Any other deductions or costs from your pay (to include amounts or how they are calculated):</b>	If the Employment Business provides any Personal Protective Equipment or clothing to the Agency Worker, they must return any such PPE or clothing to the Employment Business upon termination of the assignment. In the event that the PPE is not returned, the Employment Business reserves the right to deduct the cost of replacement equipment or clothing from the final salary and any sums owed to the Agency Worker.
<b>Any fees for goods or services:</b>	None
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# Jackie Wilsher

*Staff Service*

<p><b>Holiday entitlement and pay:</b></p>	<p>You will accrue holiday entitlement as per the statutory annual entitlement i.e., 28 days per annum which include all bank holidays.</p> <p>This will be calculated using a 52-week average.</p> <p>Bank holidays will automatically be paid unless your assignment requires you to work on that day.</p> <p>Our holiday year runs from 1<sup>st</sup> October to 30<sup>th</sup> September, any unused holiday cannot be carried forward into the following year.</p>
<p><b>Additional benefits:</b></p>	<p>Access to the collective facilities which may be available within the company you are temping. i.e., free tea and coffee. This will depend upon the facilities each client offers and will be confirmed for each assignment.</p>

**EXAMPLE** of how Pay is calculated (*Please note this is only an example to illustrate what deductions are made. Your hourly rate may be different and will be confirmed on your 'Confirmation of Assignment'*)

<p><b>Example weekly rate of pay:</b></p>	<p>£10.42 x 40 hours = £416.80</p>
<p><b>Deductions from your wage required by law:</b> <i>Depending upon your tax code this could vary. This is an example only.</i></p>	<p>Income Tax – £32.05 National Insurance – £21.01 Employee pension – £14.84</p>
<p><b>Any other deductions or costs from your wage:</b></p>	<p>None</p>
<p><b>Any fees for goods or services:</b></p>	<p>None</p>
<p><b>Example net take home pay:</b></p>	<p>£348.90</p>

<p>Name:</p>
<p>Date:</p>