



**TERMS AND CONDITIONS
PROFESSIONAL, TECHNICAL AND OPERATIONAL SERVICES
JOB FAMILY
LEVEL 1**

ANNUAL LEAVE ENTITLEMENT

The provisions below are the standard allocations for annual leave. All leave is taken by arrangement with the Line Manager in light of the department/divisional/faculty requirements.

Annual leave entitlement is 39 days for full time staff (pro rata for part time staff). This is inclusive of eight days for Public holidays and a total of six days each year when the College is closed over Easter and Christmas.

In some years, because of the day of the week on which Christmas Day falls, a decision may be made to increase the College Closure to seven days. In these circumstances the annual leave entitlement will be increased to 40 days for full time staff (again pro rata for part time staff).

At the beginning of the leave year the College's absence management system, TeamSeer, will automatically allocate the appropriate number of days of Mandatory leave entitlement to staff annual leave calendars to cover the College Closure days and Public holidays that fall within that leave year. For part-time staff the allocation should cover their normal working days that fall upon a College closure day, bank or public holiday during that leave year.

The [College closures and Public holidays](#) are listed on the HR website.

The remaining Holiday Leave entitlement may be taken in accordance with local departmental requirements.

Most staff will not be required to attend work on College Closure days or Public holidays. Where staff are required to work on these days, then their leave may be taken at a later date under normal Holiday Leave provisions. Premium rates for working on a College Closure or Public holiday will not be affected by these arrangements and will remain for those grades that are eligible for enhanced payment.

Details of arrangements for booking annual leave are outlined in the core terms and conditions.

HOURS OF WORK

The full time working week consists of 37 hours (which is a standard 35 hour working week plus 2 hours contractual overtime at plain time). Subject to operational requirements, full time staff may not always be required to work the 2 hours contractual overtime. However, the pay for these staff will not fall below the level 1 annual rate calculated at 37 hours.

Part time rates will be pro-rata the full time rate and the hourly rate will be based on the

pay formula – annual salary divided by 52.14 weeks divided by 37 pay hours.

Start and finish times are by local arrangement with the immediate line manager and may be changed to meet operational requirements with due consultation. Staff will be notified if they are required to work contractual overtime, on a shift system, on closure days or on Public Holidays and this requirement will be set out in the contract of employment or in an amendment to the contract.

Working Time Regulations prohibit a compulsory average working week in excess of 48 hours (contractual hours combined with overtime). Staff can agree to work in excess of this and in that case they will be asked to sign an addendum to their contract of employment to confirm that they are doing so voluntarily. If staff wish to opt out of this agreement they should discuss this with their immediate manager in the first instance. The arrangement to work in excess of 48 hours may be terminated by three months' written notice on either side.

OVERTIME

At certain times it may be necessary to request that staff work overtime. At these times as much advance notice as possible will be given but it is possible that some overtime may be required at short notice due to sickness or emergencies.

Staff who work in excess of their contractual hours, subject to a minimum working week of 37 hours at basic time, will be paid on the following basis:

- Overtime must have been formally approved, in advance, by the Head of Department / Division;
- Claims for periods of less than half an hour will not be paid;
- Arrangements for compensation or remuneration will be agreed between the line manager and the member of staff and will constitute either equivalent time off in lieu at a later date or by payment at the following rates :

Monday to Saturday	-	time and a half hourly rate
Sunday	-	double hourly rate
Closure /Public holiday	-	double hourly rate

All enhanced rates are based on hours worked between midnight and midnight.

WORK DURING COLLEGE CLOSURE OR ON A PUBLIC HOLIDAY

Staff working on these days will normally take a day in lieu at a later date. A Head of Department/Division has the discretion to authorise a payment of double time in place of time off in lieu in order to meet the operational requirements of the department.

Christmas Day will be paid at three times the basic hourly rate for each hour worked OR one times the basic hourly rate for each hour worked and a day in lieu.

Staff on a shift roster who are rostered off on these days will be entitled to either pay at single time OR an equivalent period of time off in lieu.

PENSION SCHEME

For staff in Level 1, the occupational pension scheme is the Superannuation Arrangements of the University of London (SAUL).

Staff who are already members of the National Health Service Pension Scheme

(NHSPS) may, if they are still eligible, retain their membership in this scheme.

NOTICE PERIODS

Unless stated otherwise in the offer of employment, the written notice to be given by either the member of staff or the College to terminate employment is:

Level 1b: one month
Level 1a: one week

The above is subject to College compliance with statutory notice entitlement of one week's notice for each year of continuous service up to a maximum of twelve weeks' notice.

Staff on a fixed term contract receive notice of the ending of their employment within that contract. No further contractual notice will be given unless the contract is to terminate prior to the end date specified in the offer of employment. In these circumstances the notice from the College would be as above.

Human Resources Division 2018