

Terms and Conditions

1. Hours

Our working week is 35 hours excluding breaks and we currently operate a flexi-time system.

The SLCC office is open for business:

Monday	9am to 5pm
Tuesday	10am to 5pm (staff meetings from 9am – 10am)
Wednesday	9am to 5pm
Thursday	9am to 5pm
Friday	9am to 5pm

2. Pay

Staff are paid calendar monthly in arrears directly into a bank or building society account on the 27th of the month unless this falls on a weekend or bank holiday. In this case, payment will be made on the last preceding working day.

Pay is reviewed annually. The Pay review date is 1 October.

3. Holidays

The overall holiday allowance is 38.5 days with pay for full time employees. The holiday allowance includes annual leave and public holidays. The SLCC office will be closed on the following days and employees are required to take these 9 days as holiday leave:

Christmas Day	Boxing Day
New Years Day	2 nd January
Good Friday	Easter Monday
May Holiday (first Monday in May)	September Holiday (Monday)
St Andrews Day	

The SLCC office may close for the period between Christmas and New Year and this will be confirmed later in the year. If this decision is taken, staff members will be required to take these days as either holiday leave or flexi-leave.

The holiday year runs from 1 October to 30 September.

4. Sick Pay

Staff who are absent for 7 or more calendar days need to submit a medical certificate on the 8th day stating the reason for absence and estimated length of absence. The sick pay entitlement is:

Length of Service	Entitlement
Up to 3 months	SSP only, no company sickness entitlement
After 3 months	4 weeks pay
After 6 months	8 weeks pay
After 1 year	26 weeks pay followed by 26 weeks half pay

5. Pension

SLCC staff have the opportunity to join our contributory Group Self Invested Personal Pension Plan.

Other benefits include a Flexi-Time System, Life Assurance and Childcare Voucher Scheme. Full details of our Terms and Conditions are available at interview/induction.