

What you need to know about your contract

Below is a list of essential contract information that you have signed and agreed to. This is a reminder of what it contains:

Your Details:

1. Statement/confirmation of your personal details. **You must ensure that HR always has the correct details!**
2. The date your employment started
3. Your place of work, **liable to change if required** with notice
4. Your **salary/wage** details
5. How this will be paid to you
6. You will be paid **monthly** on a Friday **after the last Wednesday** of the month
7. So there is no set date for payday, please ensure all of your direct debits are set for the 3rd of the month
8. Your responsibility if stock is damaged or goes missing at your negligence
9. You will be required to pay back the value of the stock or money lost or damaged while under your responsibility
10. Your **hours of work**, some contracts cover for a time period of 8am to 6pm and you would be shifted with in the time period

Your Holiday:

11. Your holiday entitlement, how many days you have
12. Our holiday year runs from **1 July to 30 June**
13. You **accrue holiday** on a monthly basis
14. This means that as you work a month **you earn** approximately one day and a half and will not be given holiday pay in advance of holiday earned
15. HR must have **at least 2 weeks notice** of any holiday you wish to book
16. Holiday is granted on a **'first come, first served'** basis
17. Please note that this is an agreement between Ryness and you that you will adhere to the dates stipulated and return to work when agreed and we will ensure you are covered and paid accordingly.
18. **No holiday** to be taken from **October to February**.
19. Holiday is taken at the discretion of the manager and directors during this period and the rest of the year
20. Un-used holiday is not carried over to the next year
21. We do not allow more than 2 weeks off on holiday at any one time

Your Absence:

22. You are **not paid for sick or absences!**
23. Frequent sick is frowned upon!
24. You **must call** in to your manager or anyone at Head Office when you are unable to be at work
25. A message sent via another staff member is not acceptable
26. You must continue to call in for the **first 3 days** of absence (if you have been to a doctor and have been booked off for a period and your manager is satisfied with this you need not call in everyday)
27. After the **7th day** you must **produce a medical certificate** for illness
28. For extended periods of illness you will automatically be **paid Statutory Sick Pay (SSP)**, over **four consecutive days** off

29. **3 days** of your sickness will be **unpaid Qualifying days** before you will be paid SSP (e.g. if you are sick for 5 consecutive days, 3 will count as qualifying days and 2 will be paid SSP)
30. You **must return** to work the day **after a bank holiday** or you will not be paid for the bank holiday
31. There is **no company pension** scheme
32. There is **no trade union**

Grievance and Disciplinary:

33. Both Ryness and you have the right to terminate this contract within fair grounds with the required Statutory notice
34. 1 week notice if you have worked for us for more than 1 month but shorter than 2 years
35. 1 week notice for every year of service above 2 years
36. **Gross misconduct:** We can dismiss you immediately with out notice if
 - You have unauthorised possession of our property
 - You wilfully damage our property
 - Refusal to carry out reasonable instructions
 - Intoxication at work of any kind
 - Violence, harassment or discrimination of any kind.
37. Grievance and disciplinary
38. You have the right to raise any grievances you may encounter
39. Your first line of reference is always your immediate Manager
40. If you feel that your grievance has not been adequately resolved please feel free to approach HR Manager
41. If we still cannot resolve matters we can approach the directors
42. At all stages you and mangers have the right to be accompanied (by another staff member or myself)
43. We have the right to follow these Statutory disciplinary procedures:
44. A verbal warning relating to your performance or conduct
45. A written warning
46. Followed by a Final warning
47. And then dismissal
48. At all stages you have the right to appeal these decisions

49. At all stages of any communication of a delicate nature the strictest privacy and confidentiality will be enforced by management and confined to management.
50. This means we will not discuss any information with any person not involved with the matter at hand (i.e. grievances, disciplinary, absence, holiday)
51. We expect and require that individuals adhere to this similar policy and respect the privacy of fellow employees.

How much paternity leave can you take?

You can take either one or two weeks. You can't take odd days off, and if you take two weeks they must be taken together.

You can choose to start the leave:

- on the day the baby's born
- a number of days or weeks after the baby's born
- from a specific date after the first day of the week in which the baby's expected to be born

Your leave can start on any day of the week (but not before the baby is born), but has to finish within 56 days of the baby being born or, if the baby's born before the week it was due, within 56 days of the first day of that week.

If your partner has a multiple birth, you're only allowed one period of paternity leave.

What happens if you lose your baby?

Provided you meet all the other conditions, you can still take paternity leave if your child is:

- stillborn after 24 weeks of pregnancy
- born alive at any point of the pregnancy

How to tell your employer you want to take paternity leave

To qualify for leave, you must tell your employer in writing at least 15 weeks before the beginning of the week when the baby's due:

- when the baby is due
- whether you want one or two weeks' leave
- when you want the leave to start

A simple way to give notice is to fill in a 'self-certificate'. You can download Form SC3 'Becoming a parent', which works as a self-certificate.

You can change the date that the leave starts, as long as you give 28 days' notice.

What happens if you don't give the proper notice for statutory leave or pay?

If you can't give the full notice period to your employer for a valid reason (eg if the baby arrives early), you should still give as much notice as possible. You may still receive leave and pay if you meet the other conditions. If there is no valid reason (eg you simply forgot) you will lose your entitlement.

How much you'll be paid

If you take paternity leave, and meet the lower earnings limit (LEL), you'll be paid statutory paternity pay (SPP) during your leave. The amount of SPP is £117.18 or 90 per cent of your average weekly earnings if this is lower. You pay tax and National Insurance in the same way as on your regular wages. Your employer reclaims the majority of SPP from their National Insurance contributions. To qualify for SPP you must pay tax and national insurance as an employee.

You must give your employer 28 days' notice of the date on which you want SPP to start.

Will your terms and conditions change because you take paternity leave?

You get all your normal employment benefits (apart from wages) during your paternity leave. You'll be able to go back to the same job, and your employer shouldn't treat you unfairly or sack you for taking or asking to take paternity leave.

Can you get paternity leave and pay if you adopt a child?

If you or your partner adopt a child or baby, you may be entitled to paternity leave and pay. When a couple adopts they can choose who takes, if eligible, the paternity leave and pay and who takes the adoption leave and pay.