



Terms and Conditions of Employment

Probation Period

6 Months

Annual Leave

22 days per year plus statutory bank holidays. Rises to 27 days after 4 years' service. Pro-rata for part time colleagues.

The leave year runs from 1 April to 31 March; therefore, annual leave allowance will be pro-rata for those joining part way through a leave year.

Notice Period

During Probation:

All employees	1 week
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After Probation:

Head of Service	12 weeks
Manager/Specialist	8 weeks
Colleague	4 weeks

Method of Payment

Salaries are paid on the 15th of each month for the entire calendar month.

This represents approximately 2 weeks in advance and 2 weeks in arrears. Where the 15th falls on a weekend or bank holiday, it will be paid on the preceding working day.

Business Mileage

Business mileage will be reimbursed at 45 pence per mile.

Company Sick Pay

Company Sick Pay is payable for up to 3 months at full salary and 3 months at half salary, in any 12-month rolling period, after a qualifying period.

Length of Service	Full Pay	Half Pay
During Probation	None	None
Up to 1 year	1 month	2 months
Up to 2 years	2 months	2 months
After 2 years	3 months	3 months

Pension Scheme

Social Housing Pension Scheme (Defined Contribution) is available to all new entrants. Employer contribution rates are higher than employee contribution rates, up to a maximum of 8%.

The Local Government Pension Scheme (LGPS) is only available to new entrants who are already members of the scheme directly prior to joining CGA.

Pension Contributions

3% employee minimum contribution

5% employer minimum contribution

(Contributions can be increased)

*Eligibility criteria may apply

Car Parking

Free car parking is available on site.