

SUMMARY OF TERMS AND CONDITIONS OF EMPLOYMENT

Housing Apprentice

2 years fixed term contract (37 hours per week)

Salary

The salary for this post will be up to £13,800 depending on skills, qualifications, and relevant experience. Salaries are paid on 21st day of the month.

Pension

You will be eligible to join the Defined Contribution Pension Scheme provided by the Pensions Trust.

Annual Leave

The annual leave entitlement for this post will be 25 days (plus Bank Holidays) per year.

Flexible Working and TOIL Policy

The Association operates both these systems to complement each other and promote flexibility for employees. Employees can accrue a maximum of 12 days TOIL per year, with prior approval from their line manager.

Sick Pay

Staff who started on or after 5 July 2013 receive occupational sick pay according to their length of service:

Service	Entitlement
Less than 6 months or during probationary period (including any extension to probation)	5 days (1 week) full pay
6 months (or successful completion of probation) up to 1 year	10 days (2 weeks) full pay, 10 days half pay
Between 1 and 2 years	22 days (1 months) full pay, 22 days half pay
Between 2 and 3 years	44 days (2 months) full pay, 44 days half pay
Between 3 and 4 years	66 days (3 months) full pay, 66 days half pay
Over 4 years	88 days (4 months) full pay, 66 days half pay

Compassionate Leave and Dependency Leave

The Association provides up to 5 days paid dependency leave (for family emergencies) and 5 days paid compassionate leave per year.

Notice Period

1 month

Review Period

The appointment will be subject to a 6-month review period.

A full statement of the main terms and conditions of employment will be supplied with any formal offer of employment. The above information may be helpful to applicants as a guide, but should not be treated as a substitute for a full contract of employment.