KEY INFORMATION DOCUMENT

This document sets out key information about your relationship as a work-seeker with us, as an employment business, including details about pay, holiday entitlement and other benefits.

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 02072155000 or through ACAS helpline on 03001231100.

General Information

Name of the Employment Business:	*Rotherwood Recruitment (2020) Limited*
Type of contract you will be engaged under:	*Contract for services*
Who will be responsible for paying you:	*Rotherwood Recruitment (2020) Limited*
How often you will be paid:	*Weekly (the week following submission of timesheet)*
Expected or minimum rate of pay:	*Minimum of National Minimum Wage or as stated*
Deductions from your pay required by law:	*PAYE tax. Employee NI contributions, employee pension contributions (auto enrolment). Any deductions of earnings instructed by county court/enforcement office (not applicable at this time).*
Any other deductions or costs from your pay (to include amounts or how they are calculated)	*There are no additional contractual deductions*
Any fees for goods or services:	*None.*
Holiday Entitlement and Pay:	*28 days (including bank holiday entitlement) for full time workers. Holiday is accrued at 2.33 days per month. Holidays must be agreed with line manager per assignment and consultant with a minimum of one week's notice or to request holiday pay at the end of an assignment.*
Additional benefits:	*None*
Example rate of pay:	*Hours worked x rate of pay ie 40 hours @ £11.44 = £457.60*
Deductions from your wage as required by law:	*National Insurance and employees tax – each individual has their own tax codes. Pension contribution.*
Any other deductions or costs from your wage:	*None*
Example net take home pay:	*40 hours @ £11.44 per hour = £457.60* *Less: National Insurance - £ 23.02* * Tax (as per code) - £ 38.38* * Pension - £ 22.08* ***Total net (take home) Pay = £374.12***