

## **NATIONAL ASSOCIATION OF CHILD CONTACT CENTRES**

### **INFORMATION FOR JOB APPLICANTS ABOUT GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

#### **Annual Leave Entitlement**

The leave year runs from 1<sup>st</sup> April to 31<sup>st</sup> March the following year. Employees joining NACCC after 1 April will be granted leave in proportion to the number of months worked in the first leave year. The standard annual leave allowance for full time staff is 28 days per annum. Part time staff (who work less than 37 hours per week) will receive a pro-rated allowance, according to the number of hours they work per week.

#### **Pension Scheme**

NACCC operates a pension scheme, which is not contracted out of the State pension scheme. For those employees who do wish to contribute to the pension scheme, their contribution rate will be 3% and NACCC will make a payment of a further 6% of their salary into the pension scheme on their behalf. For those employees who do not wish to contribute to the scheme, NACCC will make a payment of 3% of salary per week.

#### **Remuneration**

Salaries are paid into an individual's bank account on or by 24<sup>th</sup> of each month, with the exception of the first month's salary. New staff members who join before the 24<sup>th</sup> of the month will receive a cheque at the end of that first month. Staff who start employment after the 24<sup>th</sup> will receive their first month's salary payment direct into their bank account on the 24<sup>th</sup> of the following month. Salaries are subject to annual cost of living reviews from 1<sup>st</sup> April each year.

#### **Time Off in Lieu (TOIL)**

NACCC operates a TOIL policy and overtime payments will not normally be made. Hours worked in excess of an individual's contractual hours (with prior agreement of line manager) are regarded as TOIL. Time off accrued TOIL will be granted in agreement with your line manager, taking into account your workload.