



**AYRSHIRE
CANCER
SUPPORT**

We're here for you

Summary of Terms and Conditions of Employment

This information sheet summarises our terms and conditions which will be applicable to you while working at Ayrshire Cancer Support, an accredited Living Wage Employer.

Pre-employment checks

All offers of employment are made subject to proof of eligibility to work in the United Kingdom, receipt of satisfactory references, and Disclosure Scotland / PVG record where applicable.

Benefits

As part of the Ayrshire Cancer Support team, you can enjoy a variety of benefits including a competitive salary, generous annual leave, an organisational pension scheme, employee health cover, comprehensive induction and learning and development opportunities.

Salaries

Salaries are paid on the last working day of each calendar month. Successful appointments are made at the first point of the salary scale unless this will cause financial disadvantage, in which case there may be room to negotiate. If this is the case, you will be asked to evidence your current earnings.

Annual Leave

The leave year is from 1st April – 31st March. Leave is allocated in days and entitlement for a full leave year is 35 days, including all Public Holidays. For part time staff this will be applied on a pro-rata basis.

Public Holidays

There are set Public Holidays to be observed by all staff, usually 25th and 26th December and 1st and 2nd January, and you will be required to take these as part of your 35 days annual leave allocation. Differences in Public Holiday days to be taken may apply to specific roles.

Pension

Ayrshire Cancer Support will comply with employer pension duties by automatically enrolling you, if eligible, in the Group Personal Pension Scheme. Ayrshire Cancer Support provides an employer contribution of 5% of your salary per month, provided the minimum employee contribution is made.

Occupational Sick Pay

Up to 3 months service	Statutory Sick Pay only
4 and up to 12 months service	4 weeks
Over 1 year and up to 2 years service	6 weeks
Over 2 years and up to 5 years service	8 weeks
Over 6 years service	10 weeks
Over 10 years service	12 weeks

Health Cover

Ayrshire Cancer Support recognises that help is sometimes needed to deal with the challenges faced in life, both physically and emotionally, and therefore provides cover, currently through Westfield Health. This plan provides cash back for several medical services and a confidential counselling and advice line service at no cost to employees.

