



Terms and Conditions Summary

Pay	Pay day is on the 28th day of each month.		
Holiday Entitlement	The holiday year runs from 1st April to 31st March.		
Senior Staff	30 days annual leave plus 10 public holidays		
All other Staff	20 days annual leave (rising by an extra day per year of service up to maximum of 5 extra days) plus 10 public holidays		
Sickness and Absence	There is no sick pay for the first 3 months of employment, however, Statutory Sick Pay (SSP) may be payable.		
Entitlement	3 months to 1 year	1 year to 3 years	3 years plus
	5 weeks' full pay and 5 weeks' half pay	10 weeks' full pay and 10 weeks' half pay	26 weeks' full pay
Probationary Period	All new staff are on a probationary period for the first 6 months of employment.		
Protecting Vulnerable Groups Scheme (PVG)	All staff and volunteers undertaking 'regulated work' will have the appropriate disclosure checks for their post and the majority of colleagues will be required to become members of the PVG Scheme.		
Scottish Social Services Council (SSSC)	The SSSC is the regulator for the social work, social care and early years workforce in Scotland and protect the public by registering certain categories of workers.		
Registration	Most operational staff are required to register with the SSSC within the first 6 months of employment and will be advised of this requirement during the recruitment process.		
Qualifications	All SSSC registered roles must hold a relevant qualification by a specified date and new staff will be advised of this deadline during the recruitment process.		
Pension	Our pension scheme is open to all staff. All new eligible staff will be auto enrolled into our contributory pension scheme in their first complete month of service. Staff can opt-out of the scheme if they choose.		
Contributions	Employee	Employer	
	5%	3%	