Key Information Document

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits. Further information can be found at www.unitemps.com. Please contact your local Unitemps branch if you have any questions or concerns.

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 020 4566 5333 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

Due to the nature of temporary work, your working hours is not set under your terms and conditions and should instead be agreed with your line manager. You should never be asked to work more than is permitted under the Working Time Regulations.

General Information

Name of employment business:	University of Leicester trading as Unitemps
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you:	University of Leicester
How often will you be paid:	Monthly
Expected (or minimum) rate of pay:	£11.44 per hour

Leave Entitlement:

28 days per year (pro-rata). Payment for this accumulates at a rate of £1.38 per hour. Once AWR qualified the leave entitlement will be 43 days per year (pro-rata) with payment for this accumulating at £2.27 per hour.

Deductions from your pay required by law:

Income tax: Calculated at a rate of 20% of wages above the monthly limit of £1,048 and at 40% above the monthly limit of £4,189.
NI: Calculated at a rate of 8% of wages above the monthly limit of £1,048 and at the rate of 3.25% above the monthly limit of £4,189.
Student loan (if applicable): Student loan rates and thresholds depend on the Student Loan Plan you are under. For Student Loan Plan 1 it is calculated at 9% for wages above the monthly limit of £2,082.50.
Please be aware that with all of these statutory deductions exact rates can vary depending on individual circumstances.

Any other deductions:

Temporary workers who are eligible for a pension and have not opted out will contribute 5% of earnings above the £520 threshold.

Fees taken from pay:

Other benefits:

Candidates working at the University of Leicester on internal assignments are entitled to:
- access to apply for a car parking permit
- access to apply for internal job vacancies at the University of Leicester
- access to the University of Leicester Library

Representative Example

Please see below a representative example of the typical pay and deductions per month. This is based on 20 hours being worked in a week paid at £11.44. Please note that tax and deduction rates are estimates and may vary based on individual circumstances.

Example gross rate of pay:	£915.20 monthly
Deductions from your pay required by law:	£0 Income Tax £0 NI (assuming category A) £0 Student loan (if applicable)
Any other deductions or costs from your pay:	£19.76 Pension
Any fees for goods or services deducted from your pay:	£0
Example net take home pay:	£895.44 monthly