

## **Terms and Conditions**

**The following terms and conditions are typically offered to Crisis staff on permanent contracts, and are set out here for your information only. Terms and conditions may vary according to circumstances and this summary does not form part of any subsequent employment contract.**

### **Pension**

Crisis will contribute a sum equivalent to 5% of your salary into our group personal pension scheme with Scottish Equitable. You will be entitled to join this after three months service with contributions backdated to your start date.

### **Hours**

Full time is 35 hours per week. Employees usually have some flexibility around start and finish time around a core time of 10h00 – 16h00. This depends on operational needs of the department in which employees are working.

### **Probationary Period**

Six months, during which time the contract may be terminated with 1 week's notice.

### **Notice**

Following the successful completion of the probationary period, the notice period for this post is 1 month/2 months/3 months (dependent on level).

### **Holidays**

25 annual leave days, plus 8 public holidays per annum. Part-time employees are entitled to 25 days pro rata which is based on 2.08 days per month. The holiday year runs from 1 July – 30 June.

### **Sick pay**

In the first six months of service employees are entitled to three working days sick leave. This rises to a maximum of 43 working days after six months.

### **Season Ticket Loan**

A loan to purchase an annual season ticket for travel to and from work may be obtained with agreement of your line manager.

### **Maternity Leave and Adoption Leave**

For employees with one year's experience at 15 weeks before EWC entitled to 12 weeks full pay and 14 weeks at half pay.

### **Paternity leave**

Up to 20 days paid leave.

Crisis aims to be an equal opportunities employer.

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