



**TERMS AND CONDITIONS SUMMARY SHEET**

<b>Payment for Hours Worked</b>	Employees are paid monthly on the 28th day of the month just worked.	
	Additional hours are paid at the normal hourly rate.	
	A nightly sleeping-in payment is paid to staff on sleepover duties.	
	Waking nights are paid at the normal rate plus the standard waking night payment.	
<b>Holiday Entitlement</b>	The leave year runs from 1 <sup>st</sup> January to 31 December.	
All new employees are entitled to:	26 days annual leave plus 4 public holidays per annum rising to 31 days on completion of 5 years service plus 4 public holidays.	
<b>Sickness and Absence</b> All new employees are entitled to:	No Cornerstone sick pay for the first 52 weeks of service, however Statutory Sick Pay may be payable. Between 1 year and 5 years service full sick pay for 4 weeks and half pay for 4 weeks rising after 5 years service to 12 weeks full pay and half pay for 12 weeks.	
<b>Probation Period</b>	All new employees are on probation for the first 6 months of employment.	
<b>Protecting Vulnerable Groups Scheme (PVG)</b>	All employees and volunteers undertaking 'regulated work' will have the appropriate disclosure checks for their post, and the majority of staff will be required to become members of the PVG Scheme.  £41 of the cost of joining the scheme will be taken in two payments of £21 and £20 respectively from your salary. The £18 balance will be paid by Cornerstone.	
<b>Pension</b>	The Scottish Widows Group Personal Pension scheme is open to all employees. All eligible staff are auto-enrolled after 3 months. Contributions for contracted staff are being introduced on a phased basis (as below). Staff can opt-out of the scheme if they choose.	
	Employee * (minimum gross contribution)	Employer*
1 Sept 2013 – 30 Sept 2017	1%	2%
1 Oct 2017 – 30 Sept 2018	3%	3%
1 Oct 2018 onwards	5%	4%

\*percentage of pensionable earnings (basic pay)