**CANONGATE YOUTH**

**STANDARD TERMS & CONDITIONS**

**1. HOURS OF EMPLOYMENT**

The normal hours of work employment are 35 hours per week, pro rated for part-time employees. Actual hours of employment will be agreed with the employer at the commencement of employment.

There are no overtime payments, however employees may be entitled to time off in lieu for overtime hours worked.

Employment with the Canongate Youth is subject to the continuation of appropriate funding.

**2. HOLIDAYS**

The holiday year runs from 1st April to 31st March. All full-time employees are entitled to a minimum of 25 days paid holiday per annum. Holiday entitlement is pro-rated for part-time employees depending upon the days and hours worked.

Employees will be given an additional day’s holiday for each complete year of service up to a maximum of 5 additional days’ holiday, pro rated for part-time employees depending upon the days and hours worked.

The organisation recognises 13 public/bank holidays a year, the dates of which vary from year to year. All recognised public and bank holidays are permitted as paid holiday in addition to the annual holiday entitlement.

**3. SICKNESS AND INJURY**

In the event of absence through sickness or injury, entitlement to sickness allowance will depend on length of service.

**4. RETIREMENT AND PENSION SCHEMES**

Canongate Youth is a member of Lothian Pension Fund.

**5. TRADE UNION MEMBERSHIP**

Employees have the right to belong to a Trade Union and to take part in its activities.

**6. TRAINING**

Employees have the right to expect relevant training for their role, provided within working hours.