

# Summary Terms & Conditions of Employment



Building  
stronger  
families

These terms & conditions relate to part time, full time and fixed term/temporary contract posts at Grades 1 - 5 and at Director level. The terms & conditions for all other roles are included in the relevant application packs.

1. The post will be offered subject to the receipt of references satisfactory to Family Action, a disclosure from the Disclosure and Barring Service satisfactory to Family Action (appropriate to the nature of the role), and occupational health clearance.
2. Employment is subject to a probationary period of six months. During this probationary period you must satisfy Family Action of your suitability for the post.
3. Annual Leave  
**Grades 1 (lower) – 3 (lower)**  
Annual leave is 25 days per annum, rising one day per year to 30 days per annum pro rata by annual increments for full time staff. Applicants with more than 25 days annual leave may negotiate their annual leave within the 25-30 days range. Public holidays will be given in addition. Part time staff will receive annual leave and an entitlement to public holidays on a pro rata basis.  
**Grades 3 (upper) – 5 & Director**  
Annual leave is 30 days per annum pro rata. Public holidays will be given in addition. Part time staff will receive annual leave and an entitlement to public holidays on a pro rata basis.
4. Sick leave entitlement is two weeks full pay including SSP during the probationary period. After probation, during your first two years in employment, your entitlement will be one months' full pay and one months' half pay per annum. Entitlement increases further with service.
5. Notice Periods  
**Grades 1 (lower) – 3 (lower)**  
Notice to terminate this appointment will be one week by either party during the probationary period and thereafter four weeks by either party.  
**Grade 3 (upper) – 4 (lower)**  
Notice to terminate this appointment will be two weeks by either party during the probationary period and thereafter eight weeks by either party.  
**Grade 4 (upper) – 5 & Director**  
Notice to terminate this appointment will be four weeks by either party during the probationary period and thereafter twelve weeks by either party.  
**Temporary contracts**  
The above notice periods are superseded for those employees on temporary contracts, wherein either party may give one week notice to terminate the appointment.
6. Staff may join any Trade Union of their choice. Family Action recognises UNISON and Unite for collective bargaining purposes and both have negotiating rights on behalf of all staff.
7. Family Action offers a Group Personal Pension Plan managed by AVIVA, to which all eligible employees are auto-enrolled. The current minimum employee contribution is 3% and Family

Action will match contributions up to 6%. In April 2019 the statutory minimum employee contribution is expected to rise to 5%.

8. Family Action is a family friendly organisation offering generous maternity and paternity pay and flexible working opportunities.