

Key Information Document

Agency PAYE (Holiday paid)

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

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.

GENERAL INFORMATION

Your name:	
Name of employment business:	CARITAS RECRUITMENT LIMITED
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you:	CARITAS RECRUITMENT LIMITED
How often you will be paid:	Weekly
Expected or minimum rate of pay:	£12.44 per hour (Holiday pay allowance £1.50 per hour / Total £13.94 per hour)
Deductions from your pay required by law:	Income Tax National Insurance contributions Employee pension contribution (auto-enrolment)
Any other deductions or costs from your pay (to include amounts or how they are calculated):	None
Any fees for goods or services:	None
Holiday entitlement and pay:	Your holiday entitlement per annum is 5.6 weeks/28 days. For part-time workers, it will be pro-rated accordingly. This will be paid to you with your pay. The work seeker acknowledged that no further payment will be made to you when leave is taken. Your holiday will be paid to you weekly.
Additional benefits:	None

EXAMPLE PAY

Example rate of pay:	Basic: £497.60 weekly Holiday: £60.00 weekly Total: £557.60 weekly
Deductions from your wage required by law:	£ 63.14 Income Tax £ 25.26 National Insurance £ 21.87 Employees Pension Contribution (auto enrolment)
Any other deductions or costs from your wage:	None
Any fees for goods or services:	None
Example net take home pay:	£447.33