

The purpose of this document is to provide you with all the necessary information you will need whilst temping for Focus Resourcing so please keep it safe.

AGENCY WORKER REGULATIONS 2010

The purpose of the Agency Workers Regulations 2010 is to give temporary workers the same basic pay and employment conditions as they would have been entitled to had they been recruited by the hirer directly to do the same job. This right will commence after the temporary worker has had 12 weeks' of service with the same hirer. The 12 weeks qualifying period can be paused if the worker takes annual leave, takes certified sick leave or takes time off for public duties. A new qualifying period will begin only if a new assignment with the same hirer is substantively different, or if there is a break of more than six weeks between assignments in the same role. Focus Resourcing is committed to complying with these regulations.

PAID HOLIDAY ENTITLEMENT

You are entitled to 28 days' holiday per year inclusive of bank holidays. Under the terms of the Agency Worker Regulations 2010, after the 12 week qualifying period is completed, you will be entitled to the same holiday entitlement as the equivalent permanent employee in the company you are working at.

What should I do if I want to book holiday?

Complete the holiday request form and email it to your consultant. Your consultant will then check with the company you are temping at and let you know whether it has been approved. It is still important that you submit a timesheet whilst you are on holiday so that our payroll department can record your holiday accurately. If you wish to use some of your paid holiday entitlement, please ensure this is clear on your timesheet.

How do I know how much holiday pay I have accrued?

Your entitlement is recorded on the bottom of your payslip in pounds. You simply need to divide this by your hourly rate to calculate how many hours of holiday you have accrued.

SICKNESS

If you are unwell and unable to attend work, please ensure you call your consultant as soon as possible to let them know, but always BEFORE your expected start time. We will then inform the company for you. You do not receive company sick pay however, if you are eligible and meet all the statutory requirements for Statutory Sick Pay (SSP), you may qualify for SSP. Please ensure that sickness is recorded on your timesheet for our payroll department to record accurately.

PAYROLL PROCESS AND TIMESHEETS**When is the timesheet deadline?**

Monday at 2pm following the week of work.

When do I get paid?

Weekly in arrears on a Friday.

I am on basic rate/emergency tax. What do I do? This is usually because you haven't submitted a current P45 or a new starter checklist form. If you have a P45 from your previous employment from within the current tax year, please give it to your consultant. Otherwise please submit a new starter checklist form. These can be downloaded from the Gov.UK website.

When will my P45 be issued?

Once you complete an assignment, your P45 will be issued with your final payslip, unless you are about to start a new assignment with Focus Resourcing, in which case we would wait until that assignment has finished.

PENSIONS

From 1 August 2015 we are operating the Automatic Enrolment Scheme. You will be assessed for eligibility and if you meet the criteria you will automatically be enrolled into the NEST pension scheme. When you start with the company we will advise you the date of enrolment and the deduction % that will be made from your pay and the contribution the Company makes on your behalf.