



terms and conditions

information

hours

Normal office hours are 9.15 am to 5.15 pm with an hour for lunch.

flexitime and toil

The TUC operates flexitime and toil schemes for eligible staff.

holidays

Year runs from 1 February to 31 January inclusive. On joining the TUC you are entitled to two days holiday per complete calendar month up to 23 days, calculated from your start date. In the second holiday year 25 days; third and fourth holiday year 27 days; fifth and subsequent years 30 days.

statutory and customary holidays

- Easter = 3.5 days
- May day = 1 day
- Spring Bank Holiday = 2 days
- August Bank Holiday = 1 day
- Christmas varies between 5 and 8.5 days

health facilities

Free-of charge health screening checks provided for all staff every other year. Free access to the Employee Assistance Programme which gives confidential advice, guidance and counselling on a wide range of issues.

childcare assistance

The TUC will provide help with certain childcare arrangements. The TUC will subsidise the cost of pre-school childcare provision in local authority approved nurseries or with local authority registered childminders.

payroll

payable monthly on 15th for that calendar month.

probationary period

On first joining the TUC, new staff will normally be appointed subject to a probationary period of six months.

adoption leave

You are entitled to a period of paid leave at or around the time of adoption.

maternity leave

All female employees are entitled to 26 weeks leave at 13 weeks full pay and 13 weeks half pay and an additional 26 weeks unpaid leave. Please note these entitlements are subject to meeting the statutory/TUC qualifying period.

paternity leave

You are entitled to 15 working days paternity leave around or following the birth of a child.

parental leave

All members of staff, whether full-time or part-time with more than one year's service may apply for parental leave of up to three months, for each child until the child's eighth birthday.

pensions

The TUC operates a Superannuation Scheme which all members of staff irrespective of the number of hours worked are expected to join. The TUC's Scheme is not contracted out of the State Earnings Related Pension scheme.

death in service benefit

The TUC provides a death in service benefit scheme for members of staff which is equivalent to two years salary. The benefit is normally payable to the widow/widower or other dependent(s) of the deceased member of staff. Final discretion on payments rest with TUC Trustees.

travel loan

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Interest free annual travel loans are available. Repayment will be made by equal instalments deducted from your salary at source.