

Terms and conditions

Hours

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

Flexitime and toil

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, calculated from your start date, in the second holiday year 27 days and third and subsequent years 30 days.

Statutory and customary holidays

- Easter = 4 days
- May day = 1 day
- Spring Bank Holiday = 2 days
- August Bank Holiday = 1 day
- Christmas varies between 5 and 9 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 the 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

On qualifying, you are entitled to a period of paid leave at or around the time of adoption.

Maternity leave

All female employees are entitled to 52 weeks leave and those meeting the qualifying period (26 weeks continuous service by the 15th week before the expected week of confinement) are entitled to paid leave of 6 months at full pay including statutory maternity pay (SMP) and 13 weeks at SMP.

Paternity leave

You are contractually entitled to 15 working days' paid paternity leave around or following the birth of a child in addition to Additional Paternity leave if you qualify.

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

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

<p>This document is available in large print or accessible formats, on request.</p>
