

## GREENSPACE & HEALTH MANAGER CONDITIONS OF SERVICE

### 1) FLEXITIME WORKING

- a) **Working week** – 35 hours per week (excluding lunch break)
- b) **Working day** – 8.00am – 6.00pm (flexible hours to be worked within these times)
- c) **Core hours** - 10.00am – 12.00am, 2.00pm – 4.00pm Monday to Thursday  
10.00am – 12.00am, 2.00pm – 3.00pm Friday  
Some evening and weekend work may be occasionally required, and the Trust operates a Time Off in Lieu system.
- d) **Lunch break** - minimum 30 minutes to maximum 2 hours, taken between 12.00 and 2.00pm.
- e) **Conditions** - the flexitime scheme operates within the confines of 4 weekly periods of 35-hour working weeks. Any credit/deficit of hours cannot be carried forward to the next period - a maximum of 4 periods of 3½ hours (14 hours) flexitime leave may be taken in any 4-week period with the agreement of the Chief Executive - staff must log in/log out if leaving the building and fill in weekly record sheets.

The scheme does not affect entitlement to time in lieu for evening/weekend meetings or annual holiday leave. The Trust aims to be as flexible as possible and will try to accommodate, wherever possible, individual staff arrangements to cover e.g. family circumstances, study, courses of medical treatment.

### 2) ANNUAL HOLIDAY ENTITLEMENT

- 27 days within leave year of 1<sup>st</sup> April to 31<sup>st</sup> March (pro-rata for part-time employees)
- Plus 6 public holidays
- Plus 3 days to cover period between Christmas and New Year when office is closed

### 3) PENSION

The Trust runs a qualifying workplace scheme with Royal London with an 8% company contribution and minimum employee contribution of 3%.

The Trust complies with auto-enrolment legislation and will auto-enrol eligible new employees into the pension scheme on their start date. Full information, including opt-out rights, will be provided on starting with the Trust.

### 4) CAR ALLOWANCE

Currently ELGT pays £40 per month plus a mileage rate of £0.45 per mile, however this is currently under review.