

## **Standard Terms and Conditions – Rosy Apple Childcare Ltd**

The following list is a sample of standard terms and conditions set by Rosy Apple Childcare Ltd and are therefore not exhaustive.

### **Annual leave**

The holiday year runs from the 1<sup>st</sup> January to the 31<sup>st</sup> December

Employee's annual holiday entitlement in any holiday year is 20 days. This will be pro-rata to contractual hours. The nursery closes for one week at Christmas; holiday entitlement will include this period and public holidays.

### **Bank holidays**

Employees are entitled to the following 8 public holiday's pro rata in addition to statutory holidays.

- Good Friday
- Easter Monday
- May Monday
- Spring Bank Holiday
- Summer Bank Holiday
- Christmas Day
- Boxing Day
- New Years Day

### **Payment of salary**

Payment of salaries is by automatic payment and is at monthly intervals in arrears. This occurs on the 26<sup>th</sup> of each month, unless this date falls on a Saturday/Sunday when payment will occur on the 25<sup>th</sup>/27<sup>th</sup> respectively.

### **Sickness and absence**

Employees must have three months continuous service to qualify for company sick pay. Employees' entitlement to company sick pay per 12-month period is as follows:

Length of service	Entitlement
Over 3 months and under 1 year	1 weeks full pay
Over 1 year and under 2 years	2 weeks full pay
Over 2 years and under 5 years	4 weeks full pay
Over 5 years and under 7 years	6 weeks full pay
Over 7 years and under 10 years	8 weeks full pay
Over 10 years	12 weeks full pay

### **Dress code**

All uniform items will be provided by the company at no cost to the employee, all employees are expected to follow the dress code at all times.

### **Parental policies**

Rosy Apple Childcare Ltd operates a number of parental policies including maternity and paternity policies, flexible working options, parental leave and time of for dependants.

Employees with children can also benefit from access to reduced childcare costs.

### **No smoking policy**

All Rosy Apple Childcare Ltd premises are none smoking for the safety of both the children, employees and visitors.

### **Code of conduct**

Rosy Apple Childcare Ltd has a code of conduct in which all employees are expected to follow

### **Equal opportunities**

Rosy Apple childcare Ltd is committed to an anti-discriminatory approach and it is the responsibility of management to maintain this policy and ensure all employees are working line with the policy.

### **Access to training**

RACL believes the training of employees is essential and a valuable investment, especially due to the nature of the company. Therefore, any employee who shows willingness and aptitude will be considered for relevant courses to that employee's role. Training ranges from university courses in childcare to child protections and manual handling.

All new employees start their role with a full induction in to the company.

### **Pension**

Rosy Apple Childcare Ltd. operates a stakeholder pension and does hold a contracting out certificate.

If you require further information regarding the terms and conditions of employment that are applicable to the role applying for please contact us.