

## **MANUAL WORKERS' CONDITIONS OF SERVICE**

**HOURS  
OF WORK:**

Standard Hours of Work: 35 per week or pro-rata equivalent.

Work pattern will be determined by operational requirements.

**SALARY  
PAY CYCLE**

Salaries are paid weekly, two weeks in arrears, by bank credit transfer

**ANNUAL  
LEAVE:**

The leave year runs from 1<sup>st</sup> October to 30<sup>th</sup> September. An extension to 31<sup>st</sup> October is granted where annual leave remains untaken, if approved by an Executive Manager.

Entitlement for full time employees is as follows:-

< 5 years continuous service:	20 days
> 5 but < 10 years continuous service:	25 days
> 10 years continuous service:	28 days

Part-time is adjusted accordingly

Entitlement is based upon **continuous** local government or other approved employment.

**PUBLIC  
HOLIDAYS:**

11 fixed + 1 floating day or pro-rata entitlement.

Operational staff may have to work on public holidays.

**NOTICE  
PERIOD:**

One week.

**PENSION:**

Automatic entry to the Local Government Pension Scheme unless choose to opt out. Contribution rate is 6%

**LIFE  
ASSURANCE:**

Inverclyde Leisure, in conjunction with Inverclyde Council, operates a non-contributory Group Life Assurance Scheme (1 x annual salary). This does not apply for temporary employees.

**SICKNESS  
ALLOWANCE:**

Entitlement related to length of continuous service with local government or other approved employment:

Service at commencement Of absence from duty	Full Allowance For	Half Allowance For
Less than 26 weeks	Nil	Nil
26 weeks or more but less than 1 year	5 weeks	5 weeks
1 year but less than 2 years	9 weeks	9 weeks
2 years but less than 3 years	18 weeks	18 weeks
3 years but less than 5 years	22 weeks	22 weeks
5 years and over	26 weeks	26 weeks

**CONTINUOUS  
SERVICE:**

Inverclyde Leisure recognises continuous local authority service as defined in the Local Government Modification Order.

**ADDITIONAL  
INFORMATION:**

The above conditions of service may be supplemented and amended by local agreements determined by Inverclyde Leisure.

Weekend and shift working may be required.

Employees may be required to work within any Inverclyde Leisure facility.

Inverclyde Leisure operates a No Smoking Policy.