

## Key Information Document – PAYE

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

Further information can be found by asking your local Real Recruits representative, and within your temporary worker handbook.

The Employment Agency Standards (EAS) Inspectorate is the governing authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 0204 566 5333 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

### General Information

<b>Name of employment business:</b>	Real Recruits
<b>Your employer (if different from the employment business):</b>	None
<b>Type of contract you will be engaged under:</b>	Contract for Services
<b>Who will be responsible for paying you (if different from your employer):</b>	Real Recruits
<b>How often you will be paid:</b>	Weekly, in arrears paid on Friday before 6pm
<b>Expected or minimum rate of pay:</b>	No less than the current National Minimum/Living Wage
<b>Deductions from your pay required by law:</b>	PAYE (Tax) National Insurance contribution Pension - if you have not opted out
<b>Any other deductions or costs from your pay (to include amounts or how they are calculated):</b>	
<b>Any fees for goods or services:</b>	None expected
<b>Holiday entitlement and pay:</b>	<p><i>You are entitled to 5.6 weeks (Pro-rata) annual holiday accrued in proportion to the hours that you work. If you work at one company for more than 12 weeks, you might be entitled to additional holiday entitlement to match their directly employed workers. Your Worker Assignment Schedules provide these details.</i></p> <p><i>Holiday entitlement is accrued at a minimum of 12.07% of hours worked and paid at a rate equal to your average hourly rate of pay over the previous 12 months.</i></p> <p>As you are not guaranteed a standard weekly salary, the rate at which your holidays will be paid at will be calculated by working</p>

	<p>out the average rate received over the previous 52 weeks. No account will be taken of a week in which no remuneration was payable, instead earlier weeks will be included to achieve the average – up to a maximum reference period of 104 weeks.</p> <p><i>For more information on how holidays are accrued, booked and paid, please see your temporary worker handbook, or contact your local Real Recruits Branch</i></p>
<b>Additional benefits:</b>	

## Representative example of your pay

<b>Example rate pay:</b>	£488.40 (40 hours at £12.21)
<b>Deductions from your wage required by law:</b>	Tax: - £45.65 National Insurance: - £19.73 Pension: - £18.42 (if not opted out)
<b>Any other deductions or costs from your wage:</b>	None
<b>Any fees for goods or services:</b>	None
<b>Example net take home pay:</b>	£404.60