



**TERMS AND CONDITIONS  
PROFESSIONAL, TECHNICAL AND OPERATIONAL SERVICES  
JOB FAMILY  
LEVELS 4-7**

**HOURS OF WORK**

Staff are required to work those hours which are reasonably necessary to properly and effectively fulfil the duties and objectives assigned by the Head of Department/Division or nominee, normally not less than 35 hours a week for full time members of staff.

Professional Services Family staff in Levels 4 to 7 are not eligible for overtime payments.

Staff required to be available over nights, weekends, closure and public holidays to provide emergency advice and attendance on a rolling 365 day basis will be eligible to receive an on-call allowance. On call requirements will be set out in the contract of employment or in an amendment to the contract.

**ANNUAL LEAVE ENTITLEMENT**

The provisions below are the standard allocations for annual leave. All leave is taken by arrangement with the Line Manager in light of the department/divisional/faculty requirements.

Annual leave entitlement is 39 days for full time staff (pro rata for part time staff). This is inclusive of eight days for Public holidays and a total of six days each year when the College is closed over Easter and Christmas.

In some years, because of the day of the week on which Christmas Day falls, a decision may be made to increase the College Closure to seven days. In these circumstances the annual leave entitlement will be increased to 40 days for full time staff (again pro rata for part time staff).

At the beginning of the leave year the College's absence management system, TeamSeer, will automatically allocate the appropriate number of days of Mandatory leave entitlement to staff annual leave calendars to cover the College Closure days and Public holidays that fall within that leave year. For part-time staff the allocation should cover their normal working days that fall upon a College closure day, bank or public holiday during that leave year.

The [College closures and Public holidays](#) are listed on the HR website.

The remaining Holiday Leave entitlement may be taken in accordance with local departmental requirements.

Most staff will not be required to attend work on College Closure days or Public holidays. Where staff are required to work on these days, then their leave may be taken at a later date under normal Holiday Leave provisions. Premium rates for working on a College Closure or Public holiday will not be affected by these arrangements and will remain for those grades that are eligible for enhanced payment.

Details of arrangements for booking annual leave are outlined in the core terms and conditions.

### **PENSION SCHEME**

For staff in Levels 4-7, the occupational pension scheme is the Universities' Superannuation Scheme (USS). Staff who are already members of the National Health Service Pension Scheme (NHSPS) may, if they are still eligible, retain their membership in this scheme.

### **NOTICE PERIODS**

Unless stated otherwise in the offer of employment, the written notice to be given by either the member of staff or the College to terminate employment is three months.

Staff on a fixed term contract receive notice of the ending of their employment within that contract. No further contractual notice will be given unless the contract is to terminate prior to the end date specified in the offer of employment. In these circumstances the notice from the College would be as above.

**Human Resources Division 2007**