

1. Employer's Name and Address [The "Employer"]	Care 24/7 Healthcare Limited Address: 1-3, MAP House, St Leonards Road, Eastbourne, BN21 3UT
2. Employee's Name and Address [The "Employee"]	
3. Place of Work	Your normal place of work will be within the location of Eastbourne. However, you may be required to work at more than one location.
4. Date of Commencement	The date of commencement of your employment is
5. Continuous Employment	No employment with a previous employer counts as part of your period of continuous employment.
6. Job Title or Brief Description of Duties	Your Job Title is All Employees are required to adopt a flexible attitude to work and your normal duties may therefore be reasonably modified, as necessary, to meet the operational demands of the business.
7. Hours of Work	It is a Zero Hour Contract
8. Type of Employment	This employment is classified by the Company as "Permanent".
9. Remuneration	All hours will be paid at this rate whether worked during the week days or weekends
10. Payment of Remuneration	You will be paid monthly in arrears for the hours you worked.
11. Holidays and Holiday Pay	Holiday leave will accrue on a pro rata basis. Workers who work a 5-day week will receive 28 days' paid annual leave per year. This is calculated by multiplying a normal week (5 days) by the annual entitlement of 5.6 weeks. Holiday entitlement for workers who work irregular hours will be calculated with reference to their hours. At least 1 week written notice must be given of intent to take any holidays of more than 3 days duration. For longer period of leave, at least 2 weeks written notice must be given. The employer can refuse a leave request or restrict when leave can be taken, eg at certain busy periods. The company's holiday year runs from 1st January to 31st December. You can carry over up to a maximum of 8 days (pro rata if started working part way during the year) of leave into the next year. At least 1 week written notice must be given of intent to take any holidays of more than 3 days duration. For longer period of leave, at least 2 weeks written notice must be given. The employer can refuse a leave request or restrict when leave can be taken, eg at certain busy periods. The company's holiday year runs from 1st January to 31st December. You can carry over up to a maximum of 8 days (pro rata if started working part way during the year) of leave into the next year.
12. Probationary Period	The first 6 months of your employment will be treated as a Probationary Period. During the probation period, one week's notice may be given by either party to terminate this contract.

13. Sickness and Sick Pay	The company will only pay Statutory Sick Pay (SSP). To qualify for Statutory Sick Pay (SSP) you must: <ul style="list-style-type: none"> • be classed as an employee and have done some work for your employer • have been ill for at least 4 days in a row (including non-working days) • earn at least £112 (before tax) per week • tell your employer you're sick within 7 days
14. Over payments	If the Employer makes an overpayment to which you are not entitled, or which is more than to which you are entitled, the Employer has the right to recover the overpayment by deductions from your salary or from other payments due to you.
15. Confidentiality	In the course of the employment you may have access to confidential information concerning the company's affairs. On no account should any of this information be divulged in any format to any unauthorised person. Breaches of confidentiality will be dealt with through Disciplinary Action.
16. Length of notice which the employee is obliged to give and entitled to receive	Either party may terminate this Agreement by giving written notice to you as follows: <ul style="list-style-type: none"> a) with not less than one week's notice during the first two year's of continuous employment; b) with not less than one week's notice for each year of continuous employment after the first two years until the twelfth year of continuous employment; and c) with not less than twelve week's notice after twelve years of continuous employment The Company may terminate this Agreement without notice, or payment in lieu of notice in cases of gross misconduct.
17. Working outside of the United Kingdom	You will not be required to work outside of the United Kingdom in connection with this employment.
18. Severability	If any provision of this Agreement should be held to be invalid it shall to that extent be severed and the remaining provisions shall continue to have full force and effect.
19. Fuel/Transport	You may be required to use personal vehicle to and from work. No fuel re-imburement will be given.
20. DBS Disclosure	You are responsible for meeting the cost of DBS Disclosure. Employer, in some circumstances, may agree to advance the cost only if you agree it to be deducted from your pay.
21. Training	Carers will achieve QCF Level 2 within 2 years of start of employment. All care staff and trainees, including all staff under 18, will register on and successfully complete Skills for care certified training programme.
22. Disciplinary Rules and Disciplinary/Dismissal Procedure	The Company has written and published a formal policy/procedure document covering employee grievances which relates to your employment. The document is entitled "Employee Discipline" and is available for review at any reasonable time. Please contact your Manager for further information, or to request to review a copy. If you are dissatisfied with any disciplinary or dismissal decision relating to you then you should, in the first instance, apply in writing, to the Care Manager stating the grounds for your appeal. The person who will consider the appeal may vary according to individual circumstances.
23. Grievances	The Company has written and published a formal policy/procedure document covering employee grievances which relates to your employment. The document is entitled "Employee Grievances" and is available for review at any reasonable time. Please contact your Care Manager for further information, or to request to review a copy. If a grievance cannot be resolved informally then you must put your grievance, in writing to your Care Manager. A simple form has been designed for this purpose. Employees with reading or language difficulties should seek assistance, for example, from a work colleague. Subsequent steps, including the right of appeal are explained in the formal document.
24. Reference Documents	The following documents form part of this statement: <ul style="list-style-type: none"> • Employee handbook • Policy and procedure manual • Notices

Signed On Behalf of Care 24/7 Healthcare Limited

Signed and Agreed By the Employee

Print Name:

Print Name:

Date of Signature

Date of Signature