

**TERMS AND CONDITIONS
ALC AND ORS**

HOURS OF WORK

Staff are required to work those hours which are reasonably necessary for the proper and effective achievement of duties and objectives assigned by the Head of Department/Division or nominee, normally not less than 35 hours a week. ALC and ORS staff are not eligible for overtime payments.

ANNUAL LEAVE ENTITLEMENT

Annual leave entitlement is 31 days for full time staff (pro rata entitlement for part time staff). Entitlement includes days notified by the College as closure days; these days normally number six each year allocated at Christmas and Easter. Most staff will not be required to attend work on closure days and should allow for the deduction of these days from their overall annual leave entitlement. These days will also be deducted if staff are on sick, maternity or any other leave on closure days.

PENSION SCHEME

For ALC and ORS staff, the occupational pension scheme is the Universities' Superannuation Scheme (USS). Staff who are already members of the Federated Superannuation System for Universities (FSSU) or the National Health Service Pension Scheme (NHSPS) may, if they are still eligible, retain their membership in these schemes.

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:

ALC / ORS 1 and 2 two months
ALC / ORS 3 to 6 three months.

The above is subject to College compliance with statutory notice entitlement of one week's notice for each year of continuous service up to a maximum of twelve weeks' notice.

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
May 1999**