



17 High Street North, Dunstable, LU61HX  
Tel: 01582 361666 - info@err.uk.com - www.err.uk.com

### EnRoute Recruit Key Information Document

#### Purpose of document:

To set out the key information regarding the relationship between EnRoute Recruit, (the Agency) and you, (the Worker) which includes details about pay, holiday entitlement and other benefits you will be entitled to.

#### **Retail & Hospitality Temporary Workers**

<b>Name of Worker</b>	
<b>Contract Type</b>	Whilst working on behalf of Enroute Recruit you will be working under our <b>Contract for Services</b> ( <i>published by the REC</i> ).
<b>Identity of the Employment Business</b>	Whilst under contract with EnRoute Recruit, our Business address is: <b>EnRoute Recruit</b> 17 High Street North Dunstable LU61HX Email: info@err.uk.com
<b>Rate of Pay</b>	You will be paid no less than the minimum wage for every hour worked which currently stands at <b>£11.44 Per Hour</b> (April 2024). Your hourly rate will be discussed upon each assignment.  Enroute retail shifts are 12 hours. The worker is required to work 10.5 hours they are paid for 10.5 hours.  For a 11 hour shift, the worker is required to work 9.5 hours and they will be paid 9.5 hours
<b>Payment</b>	EnRoute Recruit will pay you directly into your nominated bank account.
<b>Pay Intervals</b>	EnRoute Recruit pay temporary workers every Friday for the hours worked the previous week in accordance to their timesheet.  Our payroll week runs from <b>Sunday – Saturday</b> .
<b>Statutory Deductions</b>	By law, EnRoute Recruit are required to take the following deductions from an employer's wage if required: <ul style="list-style-type: none"><li>• National Insurance</li><li>• Tax</li><li>• Student Loan</li><li>• Deduction of Earnings Order</li></ul>
<b>Optional Services</b>	If the worker opts to use one of the following services, a deduction will be taken from the employer's wages. (The deduction will be agreed upon assignment): <ul style="list-style-type: none"><li>• DBS Check – One Off</li><li>• Minibus Travel</li></ul>



# EnRoute

## Recruit

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	<ul style="list-style-type: none"> <li>• Payroll Giving</li> <li>• AE Pension Contribution</li> <li>• Non-Mandatory Training Courses</li> </ul>
<b>Benefits</b>	N/A

<b>Leave Entitlement</b>	All workers can accrue up to 28 days paid leave per year. All leave must be requested in advance and in writing, giving suitable notice of double the length of leave required.
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### Representative Example Statement

<b>Weekly Gross Pay (Example)</b>	£330
<b>Deduction from your pay required by law:</b> <i>(Tax, NI, etc.)</i>	£41.20 - Tax £17.52 - NI
<b>Any other deductions or costs from your pay:</b> <i>(Private healthcare, Pensions, etc.)</i>	£8.40 – AE Pension Contribution
<b>Any fees for goods or services dedicated from your pay:</b> <i>(DBS check, training, etc.)</i>	£10 – Minibus Service
<b>Example net take home pay:</b> <i>(Following all estimated deductions, costs and fees)</i>	<b>£234.48</b>

*This is an example of how an agency workers weekly pay will look after the relevant deductions have been made. The 'net take home' will be the amount of monies the worker will receive in their account.*