

## KEY INFORMATION DOCUMENT

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

Further information can be found at [www.bluestonesmedical.co.uk](http://www.bluestonesmedical.co.uk)

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 020 7215 4477 or through the ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

## GENERAL INFORMATION

Your name	
Name of employment business	BLUESTONES MEDICAL RECRUITMENT LIMITED
Your employer (if different from the employment business)	N/A
Type of contract you will be engaged under	Contract for Services
Who will be responsible for paying you (if different from your employer)	N/A
How often you will be paid	Weekly
Expected or minimum rate of pay	<ul style="list-style-type: none"> <li>• £11.44ph (National Living Wage 21 and over)</li> <li>• £8.60ph (18 to20)</li> <li>• Holiday pay @ 12.07%</li> <li>• Any bonus / commission</li> </ul>
Deductions from your pay required by law	<ul style="list-style-type: none"> <li>• PAYE Income Tax</li> <li>• Employer's National Insurance</li> </ul>
Any other deductions or costs from your pay (to include amounts of how they are calculated)	<ul style="list-style-type: none"> <li>• Pension (5% employee, 3% employer)</li> </ul>

Any fees for goods or services	N/A
Holiday entitlement and pay (Paid when requested)	28 days per calendar year (including Bank Holidays) – based on fulltime equivalent.
Additional benefits	N/A

#### EXAMPLE PAY

Example rate of pay	£11.50 per hour, working 37.5 hours per week = £431.25 per week
Deductions from your wage required by law. This figure illustration is based on current HMRC guidelines and a 1250L personal tax code	<b>Employee's National Insurance:</b> £15.14 per week <b>PAYE Income tax:</b> £38.17 per week
Any other deductions or costs from your wage	<b>Employee pension:</b> £15.56
Any fees for good or services	
Example net take home pay	£ 362.38 per week