

## **GETTING PAID:**

### **IN TRAINING:**

You should be paid more than the basic minimum even when you are in a new job where you are therefore on a reduced rate because you are in training.

### **ATTENDANCE and SICK PAY:**

If you are unavoidably absent from work, you will be entitled to SSP (Statutory Sick Pay). SSP should be paid after the first 3 days of absence (the daily rate may be as little as £15). Usually you will need a doctor's note.

### **HOLIDAYS:**

Ordinarily 20 days of holiday are paid each year, building up at a rate of 1.66 days per month. Holiday pay is usually paid at the base rate (i.e. the minimum wage). Holidays usually run from January to December and will be taken within this time. Holidays are often allocated on a first-come-first-served basis. You may not be able to book or take any holidays until after you have passed your probation period (13 weeks). All holidays must usually be taken within the current holiday year as you cannot add it onto the following year's holiday entitlement. Some companies will not allow holidays at busy times.