



## Key Information Document

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

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 02045665333 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

### GENERAL INFORMATION

<b>Name of employment business:</b>	Magnus Search Limited
<b>Type of contract you will be engaged under:</b>	Contract for services
<b>Who will be responsible for paying you:</b>	Magnus Search Limited
<b>How often you will be paid:</b>	Weekly in arrears – on a Friday
<b>Expected or minimum rate of pay:</b>	Specific to Assignment – In Line with national minimum wage - <a href="#">National Minimum Wage and National Living Wage rates - GOV.UK</a> ( <a href="http://www.gov.uk">www.gov.uk</a> )
<b>Deductions from your pay required by law:</b>	Any deductions for Tax, National Insurance, Pension or other debts as required by law: i.e. student loan / Deductions from earnings order etc
<b>Any other deductions or costs from your pay (to include amounts or how they are calculated):</b>	NONE
<b>Any fees for goods or services:</b>	NONE – Workwear may be deducted from your final pay if items are not returned
<b>Holiday entitlement and pay:</b>	28 Days including bank holidays (Pro-Rata). This may increase after 12 weeks based on the client we place you within.
<b>Additional benefits:</b>	Auto enrolment into NEST Pension Scheme after 12 weeks (if qualified)

### EXAMPLE PAY

<b>We have detailed below an example of your gross pay, deductions and net pay based on £12.21 per hour working a 37.5 hour week:</b>	
<b>Example rate of pay:</b>	<b>£457.88</b>
<b>Deductions from your wage required by law: (Tax, NI, etc)</b>	<b>£43.18 Tax</b> <b>£17.27 NI</b> <b>£3.14 Student Loan (Plan 1)</b> <b>£0.00 Student Loan (Plan 2)</b> <b>£13.51 Pension (post 12 weeks, pension enrolment)</b>
<b>Any other deductions or costs from your wage:</b>	If applicable:  N/A
<b>Any fees for goods or services:</b>	N/A
<b>Example Net take home pay:</b>	



Standard weekly with Pension & student Loan	380.78
Example Net take home pay – Including other deductions	
N/A	N/A

At **Magnus Search**, we are committed to protecting and promoting the rights of all our candidates. As a responsible recruitment partner, we fully comply with UK employment legislation and ensure that every candidate is treated fairly, ethically, and transparently.

We want you to feel confident that your statutory rights are respected at all times. This includes:

#### **National Minimum Wage**

You will always be paid at or above the National Minimum Wage (NMW) or National Living Wage (NLW) applicable to your age group. We conduct regular checks to ensure full compliance.

#### **Holiday Pay**

You are entitled to statutory paid holiday – currently 28 days per year (pro rata), which includes public holidays. We ensure that holiday pay is calculated and paid correctly in accordance with legal guidelines. You accrue holiday based on your weekly hours.

Your leave year starts from the day that you commence your first assignment with us. Any accrued holiday not used within your leave year can not be rolled into the following year. It is your responsibility to ensure accrued holiday is used within the leave year that it was accrued. Further information can be found in a copy of your Terms of Engagement.

#### **Rest Breaks and Working Time**

Under the Working Time Regulations, you are entitled to:

- A 20-minute uninterrupted rest break during shifts longer than six hours,
- 11 hours' rest between working days,
- And at least one day off each week (or two days off every 14 days).

We work closely with clients to ensure these rights are respected on assignment.

#### **Notice Periods**

If your assignment ends or you wish to leave, we will provide clear guidance on any notice period required based on your contract and legal entitlements. We will also ensure you're given appropriate notice from us or the client, in line with employment legislation.

#### **Fair Treatment & Data Protection**

We are committed to equal opportunities and do not tolerate discrimination of any kind. Your personal information is handled securely in line with the UK GDPR and Data Protection Act 2018.

Should you have any questions regarding this information please contact our head office on: 01622 391150.