



Terms and Conditions

Hours	<ul style="list-style-type: none"> • Standard Hours are from 9.00 a.m. to 5.00 p.m. Monday to Friday • However some roles operate outside this timeframe. • Overtime is payable for some roles. • Time off in lieu (TOIL) is available for some roles. • Overtime & TOIL are not applicable at Manager level roles. • Full details on working hours, overtime and TOIL are included in the relevant Job Description.
Holiday entitlement	<ul style="list-style-type: none"> • Holiday year runs from January – December. • 20 days annual leave (increasing to 25 days after 5 years' service) plus local Bank Holidays is the standard holiday entitlement. • Management level entitlement is 25 days annual leave plus Bank Holidays. • Holidays pro rata for part-time staff.
Pension Scheme	<ul style="list-style-type: none"> • A Contributory Pension Scheme is available to all employees after completion of a 6 months' probation period. • Employees must contribute a minimum of 3%. • TCC will contribute 5%.
Death in Service	Life Insurance ("Death in Service") equivalent to 4 (four) times Basic Annual Salary is provided. Cover will be provided in accordance with the terms and conditions of the Company scheme, and all employees are eligible upon successful completion of a six month probationary period
HSF	All employees are eligible to join the Hospital Saturday Fund (HSF) upon successful completion of a six month probationary period. Details and options available are outlined in the Scheme booklet.
Probationary Period	6 months
Sickness Provision	<p>Payment for absence through sickness is discretionary. If payable the following terms may apply:</p> <ul style="list-style-type: none"> • During the first year of continuous employment from the commencement date – payment up to 4 weeks. • During the second year of continuous employment from the commencement date – payment up to 8 weeks. • During the third year and subsequent years, of continuous employment from the commencement date – payment up to 12 weeks.
Salaries	Paid on 25 th of each calendar month or the nearest working day beforehand if the 25 th falls on a weekend or bank holiday.
Pre-Employment Checks	<p>All candidates are asked to complete a DBS Enhanced level criminal records form and a Suitability Check Form. Any offer of employment is subject to the following being obtained:</p> <ul style="list-style-type: none"> • Satisfactory outcome of DBS and Suitability Checks • 2 satisfactory references, one of which should be from a current or most recent employer. • Proof of stated qualifications. • Evidence of right to work in the IOM