

PART TIME EMPLOYEE

Part-time employees have the right under the Part-time Workers (Prevention of Less Favorable Treatment) Regulations 2000 not to be treated less favorably than comparable full-time employees in their terms and conditions of employment, except where different treatment can be justified on objective grounds.

All full-time posts in NP Coaches will be regarded as suitable for part-time working unless there are operational or business reasons which make this impossible. For external and internal recruitment and selection processes, therefore, it will be assumed that part-time work is possible for the post(s) in question unless a valid business reason for different treatment is objectively justified.

Pay and benefits

Where an employee is employed on a part-time contract, he or she will be paid an equivalent hourly rate to a comparable employee on a full-time contract.

Part-time employees will receive the same hourly overtime rate as comparable full-time employees once they have worked more than the normal full-time hours.

Part-time employees will receive benefits and allowances pro rata to those of equivalent full-time employees unless NP Coaches can justify different treatment on objective grounds.

Holidays

Part-time employees are entitled (under the Working Time Regulations 1998) to 5.6 weeks' statutory annual holiday, including bank holidays, with a "week" being based on the number of days or hours they work. This may amount to fewer actual days of paid holiday than a full-time worker would get, eg a worker works three days a week, his or her leave is calculated by multiplying 3 by 5.6 which comes to 16.8 days of annual paid leave.

When an employee moves from full-time to part-time working (or vice versa) a separate holiday entitlement calculation will be done for each period, taking into account the number of days or hours worked both before and after the change in hours. Where an employee reduces his or her hours of work part way through the holiday year, annual leave accrued (but not taken) during the period the employee worked full-time will not be reduced in proportion to the new working hours at the time the employee takes the leave. The reverse also applies, ie in circumstances where an employee's hours increase part way through the holiday year.

As most UK bank holidays fall on a Monday, in companies where employees are entitled to paid leave on bank holidays, part-time employees who do not work on a Monday will receive proportionately less paid leave than part-time employees who do work on a Monday and full-time colleagues (unless the employer apportions bank holiday entitlement on a pro rata basis).

Hours

The working hours/programme for each part-time employee will be determined in accordance with NP Coaches practices for comparable full-time employees.

Sick pay and sick leave

Sick pay schemes and sickness leave, including qualifying periods of entitlement, are the same for full-time and part-time employees.

Maternity, paternity and adoption leave and pay and other "family friendly" policies

Entitlement to maternity, paternity and adoption leave and pay applies equally to both full-time and part-time employees. Similar entitlements apply to parental leave and time off for dependents.

Pensions

Access to NP Coaches pension scheme is open to all part-time employees, subject to meeting all the requirements of the scheme.

Redundancy

Part-time employees will be treated no less favorably than their full-time comparators in the application of NP Coaches redundancy policy.

To comply with UK/EU regulations and legislation, NP Coaches must be seen to be taking steps to ensure all drivers are aware of the law, its interpretations, and consequences. This is why we ask all drivers to read this policy and declaration, and sign below to demonstrate understanding and acceptance of responsibilities, both legally and contractually.

By signing this document you are stating you have read and understood the company's policy with regard to the responsibilities involved in driving passenger vehicles, and are aware of and understand your legal responsibilities toward your physical condition whilst driving and working.

I have read this document, understand why I am being asked to sign, and agree to do so freely

Signed Print Name

Dated
Driver

Signed Print Name

Dated
NP Coaches