



KEY INFORMATION DOCUMENT (PAYE – GLAA)

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 020 4566 5333 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

GENERAL INFORMATION

Name of Employer :	LCM Labour Ltd
Type of contract you will be engaged under:	Contract for Services
Who will be responsible for paying you (if different from your employer):	LCM Labour Ltd
How often you will be paid:	You will be paid weekly in arrears
Expected or minimum rate of pay:	You will be paid at least the National Minimum Wage or National Living Wage: 21 and over: £12.21 18-20: £10.00 Under 18: £7.55 Apprentice: £7.55
Deductions from your pay required by law:	Income Tax, National Insurance,
Any other deductions or costs from your pay (to include amounts or how they are calculated):	Pension contributions
Any fees for goods or services:	Not applicable
Holiday entitlement and pay:	5.6 weeks of paid holiday each year, calculated on a pro-rata basis, according to the hours you work
Additional benefits:	Access to various lifestyle benefits, to include: <ul style="list-style-type: none">• 24/7 GP• Health Advice• Care Support• Personal helpline• Discount Outlet

EXAMPLE PAY

Example rate of pay:	40 hours x £12.21 = £488.40 weekly
Deductions from your wage required by law:	£45.60 Income Tax £19.71 National Insurance
Any other deductions or costs from your wage:	£18.42 Pension employee contribution
Any fees for goods or services:	Not applicable
Example net take home pay:	£404.67

*Based on 1257L W1 Tax code