

## **Extra Information for the LSP Role – Hourly Paid**

### **Q. Can I take annual leave?**

A. LSPs are expected to work during term time and so you cannot take holidays while students are in college. You will have breaks at Christmas and Easter and for the October and February half terms but, please note the College does not have a May half term so you will be expected to work this week even though schools will be closed.

### **Q. When will I be paid?**

A. Payday is the 26<sup>th</sup> of each month, or the Friday before if this falls on the weekend. When you start you work a month in arrears. You will need to submit a monthly pay claim by a set date (you will get a reminder) and your pay is based on the work that you have done that month, so your pay will vary over the 12-month period.

### **Q. Will I get holiday pay?**

A. This is based on a formula dependant on your normal working hours. It will be spread over 3 payments during the year: Easter, Christmas and Summer.

### **Q. Can I get sick pay?**

A. This is in line with the Government guidelines; it will be statutory sick pay until you have been in post for 6 months, after which it will be paid at your hourly rate.

### **Q. Will I get paid lunch breaks?**

A. You will have a lunch break on your timetable, but these won't be paid unless you are working in a lunch club, directed by your Line Manager.

### **Q. Will I be paid for training?**

A. You will be paid for any training that is mandatory. This may be at either Campus.

### **Q. Do I need to pay for the car park?**

A. At Colchester Campus you can choose to pay each day using the app or you can apply for a reduced monthly rate that is taken out of your pay.