

Changes to terms and conditions of employment from 1 October 2008

This is a note to remind you of the changes agreed and in the Framework Agreement that take effect from 1 October 2008. The full Agreement can be viewed at www.goldsmiths.ac.uk/hr/hera.

Holidays (Agreement on the Modernisation of Pay Structures Section G)

Annual leave entitlements change from 1 October 2008:

Grades 1 to 5 with less than 5 years' service at 30 September 2008, entitlement is 22 days

Grades 1 to 5 with 5 or more years' service at 30 September 2008, entitlement is 27 days

Any staff in **grades 1 to 5** who had already completed **10 years' service** at 30 September 2008 retain annual entitlement to 28 days

Grades 6 to 10 annual entitlement is 28 days

All Staff have 6 college closure days and 8 Bank and Statutory holidays.

As before, all staff working less than full time have pro rata holiday entitlements.

The holiday year up to now has been from 1 October to 30 September. From 2009, this will change to 1 September to 31 August.

Therefore the holiday year for 2008-09 will be for 11 months from 1 October 2008 to 31 August 2009. Entitlements for this period will be as follows:

Grades 6 to 10 entitlement is 26 days

Grades 1 to 5 with less than 5 years' service at 30 September 2008, entitlement is 20.5 days

Grades 1 to 5 with 5 or more years' service at 30 September 2008, entitlement is 25 days

Any staff in **grades 1 to 5** who had already completed 10 years' service at 30 September 2008 entitlement is 26 days.

All 6 College closure days and all 8 bank and statutory holidays take place between 1 October 2008 and 31 August 2009.

As noted above, all staff working less than full time will have pro rata holiday entitlements.

Notice periods (Section L of the Agreement)

Before the Framework Agreement, the College was only required to give statutory notice if it wanted to terminate employment for reasons other than dismissal for gross misconduct.

From 1 October the following notice periods will apply if employment is to be ended for any reason other than gross misconduct:

For all staff: notice during first six months' service = 1 week

For Grades 1 to 5: with service of more than 6 months but less than 4 years, notice = 1 month

For Grades 1 to 5: with service of 4 years or more = 3 months from Goldsmiths and 1 month from the member of staff

For grades 6 to 10: with service of more than 6 months but less than 1 year, notice = 1 month, except for academic staff

For Grades 6 to 10: with service of more than 1 year, notice = 3 months, except for academic staff

For Academic staff with more than 6 months' service, notice = 3 months, to include an entire term.

If you have any questions after consulting the Agreement and the FAQ on the website www.goldsmiths.ac.uk/hr/hera, please contact the Human Resources team or e-mail hera@gold.ac.uk.

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