



Terms And Conditions Summary.

Grades 1 and 2

- Hours of Work: 37 per week.
- Overtime: Up to 40 hours, paid at time. Over 40 hours paid at time and a half.
- Annual Leave: 27 days, plus 3 closure days, plus 8 Bank Holidays.
- Pension scheme: The University of Sheffield Pension Scheme.

Grades 3, 4 and 5

- Hours of Work: 35 per week.
- Overtime: Up to 40 hours, paid at time. Over 40 hours paid at time and a half.
- Annual Leave: 27 days, plus 3 closure days, plus 8 Bank Holidays.
- Pension scheme: The University of Sheffield Pension Scheme.

Grade 6

- Hours of Work: 35 per week.
- Overtime: Up to 40 hours, paid at time. Over 40 hours paid at time and a half.
- Annual Leave: 27 days, plus 3 closure days, plus 8 Bank Holidays.
- Pension scheme: The Universities Superannuation Scheme.

Grades 7, 8 and 9

- Hours of Work: Nominal 35 per week.
- Overtime: Not applicable.
- Annual Leave: 30 days, plus 3 closure days, plus 8 Bank Holidays.
- Pension scheme: The Universities Superannuation Scheme.

Sick pay entitlement is the same for all grades:

	Full Pay	Half Pay
Year 1 – first 3 months	2 weeks	2 weeks
Year 1 – after 3 months	8 weeks	8 weeks
Years 2 and 3	13 weeks	13 weeks
Years 4 and 5	21 weeks	21 weeks
After 5 Years	26 weeks	26 weeks

Notice periods

Grade	Notice to University	Notice from University
1 – 6 (less than 4 years continuous service)	4 weeks	4 weeks, and for each year of continuous service after 4 years an extra week up to a maximum of 12 weeks
7 – 9	Three months (for teaching staff this would normally take effect at the end of a University Semester)	

Notes

- Part time hours and leave are pro rata.
- All paid overtime must be agreed in advance and may be taken as time-worked off in lieu.
- All staff in Grades 1 to 6 have 5 agreed days of work (for most staff these will be Monday to Friday) and all hours up to 40 worked within this standard working week is paid at plain time; any hours over 40 is paid at time and a half. Any hours worked on days 6 and 7 are paid at premium rates.
- Closure days are agreed by Council each year and are normally expected to lie between Christmas and New Year.