

Key Information Document

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

Further information can be found at www.tennialpersonnel.com

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

Your name:	
Name of employment business:	Tennial Personnel Limited
Your employer (if different from the employment business):	N/A
Type of contract you will be engaged under:	Contract for services
Who will be responsible for paying you (if different from your employer):	N/A
How often you will be paid:	weekly
Expected or minimum rate of pay:	NMW or NLW as a minimum
Deductions from your pay required by law:	Statutory deductions for tax, National Insurance Pension auto enrolment
Any other deductions or costs from your pay (to include amounts or how they are calculated):	N/A
Any fees for goods or services:	NO
Holiday entitlement and pay:	You are entitled to 5.6 weeks annual holiday accrued in proportion to the hours that you work. Holiday entitlement is accrued at a minimum of 12.07% of hours worked and paid at a rate equal to your average hourly rate of pay over the previous 12 months
Additional benefits:	N/A

EXAMPLE PAY

Example rate of pay:	£488.40 (40 hours at £12.21 per hour)
Deductions from your wage required by law:	£49.28 Tax (1257L W1) £19.71 NI, £14.74 Pension (5% less tax relief at 20%)
Any other deductions or costs from your wage:	N/A
Any fees for goods or services:	N/A
Example net take home pay:	£404.67

April 2025