

Key Information Document (Umbrella)

This document sets out key information about your relationship with us and the intermediary or umbrella company used in your engagement, 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 7215 5000** or through the **Acas helpline** on **0300 123 1100**, Monday to Friday, 8am to 6pm.

General Information

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| Your name: | |
| Name of employment business: | MedicsPro Ltd |
| Name of intermediary or umbrella company: | Mortimer Childe Ltd |
| Your employer: | Mortimer Childe Ltd |
| Type of contract you will be engaged under: | Contract of Employment |
| Who will be responsible for paying you: | Mortimer Childe Ltd |
| How often the umbrella company and you will be paid: | Depends on employment business arrangements – usually weekly/monthly in arrears. |

Intermediary or Umbrella Company Pay Information

You are being paid through an intermediary or umbrella company: a third-party organisation that will calculate your tax and other deductions and then pay you for the work undertaken for the hirer. We will still be finding you assignments.

The money earned on your assignments will be transferred to the umbrella company as part of their income. They will then pay you your wage. All the deductions made which affect your wage are listed below. If you have any queries about these please contact us.

Your payslip may show you as an employee of the umbrella company listed below. Agency workers placed in roles working with, or caring for, vulnerable persons cannot opt out of the Conduct Regulations. This document is for information only and does not qualify as an agreement for opting out of the conduct regulations.

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| Name of intermediary or umbrella company: | Mortimer Childe Ltd |
| Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you: | |
| Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us: | £20 per hour |
| Deductions from intermediary or umbrella income required by law: | Employers National Insurance Apprentice Levy Employers Pension (where applicable) |
| Any other deductions from umbrella income (to include amounts or how they are calculated): | £15.00 umbrella margin |
| Expected or minimum rate of pay to you: | National Minimum / Living Wage |
| Deductions from your wage required by law: | Income Tax Employee National Insurance Student Loans (where applicable) Employee Pension (where applicable) |
| Any other deductions or costs taken from your wage (to include amounts or how they are calculated): | None |
| Any fees for goods or services: | DBS checks or any agency deductions should be listed here. |
| Holiday entitlement and pay: | 28 Days / 12.07% of pay |
| Additional benefits: | Statutory benefits and access to employee benefits platform |

Example Pay

| | Umbrella Fees | Worker Fees |
|---|---|---|
| Example gross rate of pay to intermediary or umbrella company from us: | £740.00 (37 @ £20.00) | |
| Deductions from intermediary or umbrella income required by law: | Employer NI £71.52 Apprenticeship levy £3.25 | |
| Any other deductions or costs taken from intermediary or umbrella income: | Umbrella Margin: £15.00 | |
| Example rate of pay to you: | | Pay = £650.23 |
| Deductions from your pay required by law: | | Employee's NI: £60.98 Income Tax: £81.60 |

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| Any other deductions or costs taken from your pay: | | £0.00 |
| Any fees for goods or service: | | £0.00 |
| Example take home pay: | | £507.65 |