

## 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

Your name:

Name of employment business:

Medics Pro

Name of intermediary or umbrella company:

Contractor Umbrella Ltd

Your employer:

Contractor Umbrella Ltd

Type of contract you will be engaged under:

Over-arching contract of employment

Who will be responsible for paying you:

Contractor Umbrella Ltd

How often the umbrella company and you will be paid:

Monthly, or as per Medics Pro's payment cycle

### 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.

Name of intermediary or umbrella company:	Contractor Umbrella Ltd
Any business connection between the intermediary or umbrella company, the employment business and the person responsible for paying you:	No business connection
Expected or minimum gross rate of pay transferred to the intermediary or umbrella company from us:	£15 per hour
Deductions from intermediary or umbrella income required by law:	<ul style="list-style-type: none"> <li>- Employers' National Insurance - The amount umbrella pays HMRC as your employer for National Insurance</li> <li>- Apprenticeship Levy - As a large employer we are required to pay the UK's Apprenticeship Levy</li> <li>- Employers' Pension Contribution - Our contribution to your pension if you remain opted into the scheme</li> </ul>
Any other deductions from umbrella income (to include amounts or how they are calculated):	£25 umbrella margin per week
Expected or minimum rate of pay to you:	National Minimum Wage
Deductions from your wage required by law:	<ul style="list-style-type: none"> <li>• Employees National Insurance Contribution</li> <li>• Income Tax</li> <li>• If relevant – student or postgraduate loan deductions, or earnings attachment orders</li> <li>• Holiday pay (if accrued)</li> </ul>
Any other deductions or costs taken from your wage (to include amounts or how they are calculated):	None
Any fees for goods or services:	Optional £5 (by way of increased margin) per pay run to pay into own pension fund
Holiday entitlement and pay:	Statutory holiday leave and pay (calculated as 12.07% of gross taxable pay for full year workers)
Additional benefits:	<ul style="list-style-type: none"> <li>- Contractor Umbrella Rewards scheme</li> <li>- Flexible payments into pension scheme</li> </ul>

#### Example Pay

	Umbrella Fees	Worker Fees
Example gross rate of pay to intermediary or umbrella company from us:	£200 per day (£1000 per week)	
Deductions from intermediary or umbrella income required by law:	Apprenticeship Levy: £4.27 Employers' NI: £93.82 Employers' Pension Contribution £22.05	
Any other deductions or costs taken from intermediary or umbrella income:		

Example rate of pay to you:		£854.86 per week
Deductions from your pay required by law:		PAYE tax: £115.20 Employees NI: £49.03 Employees' Pension Contribution: £36.74
Any other deductions or costs taken from your pay:		None
Any fees for goods or service:		None
Example take home pay:		£653.89 per week