

Havant Borough Council

The information below sets out a summary of the terms and conditions of employment for employees of Havant Borough Council

Annual leave entitlement	25 days on appointment 30 days after 5 years service New employees joining the council who already have 5 years continuous local government service will be appointed on 30 days	
Hours of work	A full time working week is 37 hours Working patterns of less than 37 hours per week are regarded as part time and salary and entitlements are pro rata to 37 hours	
Sick Pay	During 1 st year of service	1 months full pay and 2 months half pay (after completing 4 months service)
	During 2 nd year of service	2 months full pay and 2 months half pay
	During 3 rd year of service	4 months full pay and 4 months half pay
	During 4 th year of service	5 months full pay and 5 months half pay
	After 5 years service	6 months full pay and 6 months half pay
Notice Period	Grade 1 - 4	1 month
	Grade 5 - 6	2 months
	Grade 7 and above	3 months
Pension Provision	Local Government Pension Scheme	