



Telegrams
CYCLES, REDDITCH

Telephone
REDDITCH 4222 (9 Lines)

Manufacturers
of
Royal
Enfield
BICYCLES and
MOTOR CYCLES

THE ENFIELD CYCLE COMPANY LIMITED

HEAD OFFICE AND WORKS
REDDITCH
WORCS. ENGLAND

Our Ref.

Staff Terms of Engagement

Payments during illness - Benefits in any twelve months

1. Any employee with more than six months service will be paid full basic salary for four weeks, less all National Insurance Benefits over 20/- per week for Males or 15/- per week for females. Half basic salary less the above deductions will be paid for a further four weeks.
2. Any employee with less than six months service will be paid basic salary for one week less National Insurance Benefits over 20/- per week for Males or 15/- per week for females.
3. Medical notes are not required for the first three days of incapacity but employees are expected to avail themselves of National Insurance Benefits if illness extends beyond this period, and must submit First Intermediate and Final Notes to the Company.
4. Annual Holidays.

Staff employees with more than six months service at 31st July will be entitled to two weeks holiday with pay. For lesser periods of employment the entitlement will be one day for each month of service from 1st October of the previous year.

Date.....

Signature.....