

What is an Annualised Contract?

Lancashire Registration Service offer annualised contracts of 312, 364, 416, 520 and 624 hours per year. These are permanent jobs, with a regular guaranteed monthly salary. They are not zero hours or casual contracts.

If these were to be broken down into average weekly hours, these would be: 6 hours (312 contract), 7 hours (364 contract), 8 hours (416 contract), 10 hours (520 contract), or 12 hours (624 contract). However, the hours are not set each week and can vary significantly.

For example, some weeks you may work 20 hours, other weeks 6 hours, others only 2 hours. The hours will be worked over an agreed working pattern of up to five days each week. You may work anything between 1 to 5 days per week.

For payment purposes, hours are divided into 12 monthly payments. For example, a 520-hour contract will be paid at 43.33 hours per month for 12 months.

If you complete your contracted working hours before the end of the year you may be asked to continue working extra hours, claiming the additional hours when worked.

A weekend enhancement of 33% is payable for any hours worked Saturday or Sunday; this enhancement reduces to 25% when working extra hours. A bank holiday enhancement of 50% is payable. Mileage is paid for travel to venues and other offices.

Due to the level of flexibility needed for this contract, it is difficult to fit in with another job.

Ceremonies Annualised Hours Contract

We respond to the demands of our customers who book their ceremonies with us, so the volume of work varies. We are very busy from Easter to October, particularly in the summer months. Bank holidays and school holidays are always busy, as is Christmas & Easter. Our quieter months are November, January and February.

The contract covers seven days a week, but your manager will agree a working pattern dependent on the number of hours you are contracted to work annually. This may be, for example, Monday to Friday, Thursday to Monday, Wednesday to Saturday. On rare occasions you may be asked to work on the other days of the week.

A rota is sent out three weeks before the start of each month, advising of your work during the following month. On occasion, you may be asked to work at short notice, covering sickness absence or last-minute ceremonies.