Be part of an organisation where everyone is treated fairly and equally - it pays to join!

It’s always good to have someone on your side.

Join the CWU
The communications union
It’s always good to have someone on your side. Be part of an organisation where everyone is treated fairly and equally - it pays to join!
Dear Colleague,

Everyone at the Communication Workers Union would like to offer their congratulations to you on your new job. We hope that your first few days and weeks are enjoyable as you get to grips with your new role. As the largest postal trade union in the UK we are able to offer a unique level of support, advice and help throughout your employment in every workplace throughout Royal Mail.

We understand that at the beginning of any new job there is a lot to learn about the role, as well as making new relationships and adjusting to a different work culture. That’s why as well as meeting you here today, we have agreed with Royal Mail that your manager should introduce you to your workplace rep. This way if you are unsure about anything big or small there is always someone you can approach. Many of our workplaces have informal union committees, these will be made up of your colleagues who want to be involved in improving working life at their unit and help their workmates keep up to date on any issues that arise either locally or nationally.

The CWU has a long history of defending members’ working conditions and fighting to improve them, part of our success is down to the fact that we are completely democratic. EVERY member gets a vote on important decisions either locally or nationally and EVERY member gets a vote to decide who negotiates for them.

**The CWU has successfully negotiated & continues working to maintain:**

✔ Regular pay negotiations mean that RM workers get pay rises  
✔ Any changes in working patterns, shifts or staffing levels have to be negotiated and agreed with the CWU  
✔ Any changes to procedures must be negotiated with CWU e.g. attendance or conduct procedure  
✔ Decent meal breaks that all workers full and part-time should take  
✔ Safe equipment that fits the work required and protects workers from undue harm  
✔ Decent facilities for workers e.g. lockers, canteens, rest areas  
✔ Above statutory maternity and paternity payments  
✔ Access to a range of free education and training, learning centres either on-site or near you and paid time off to attend some courses.

**The more members each workplace has the stronger it becomes, your local, area and divisional reps are stronger knowing they have the members behind them.**

In addition to all of the collective benefits that you will gain by being a member of the union with your colleagues, you’ll also be reassured to know that our reps are all expertly trained to assist individual workers too. Should you at any time need confidential advice on how to deal with an issue at work or need representation at a more formal meeting our reps and YOUR UNION will be there for you.

All the very best in your new job & we hope to hear from you soon.

**Best wishes from your co-workers in the CWU.**
About the Communication Workers Union (CWU)

Not everyone knows what a trade union is or does; in the main, the portrayal of trade unions in the British media is usually negative. This leaflet attempts to inform you of what a trade union is and why the Communication Workers Union is there to represent and protect you.

So what is a trade union?

A trade union is a democratic member led organisation which represents the interests of working people. There are many different types of trade unions, catering for all sections/industries of the workforce.

What is the CWU?

The CWU is a trade union which represents working people in the Postal Industry we have members in Royal Mail, Parcelforce, Post Office Limited, Post Office Counters, RoMec, UK Mail, TNT Post. The CWU currently represents 250,000 communication workers across the UK, including BT workers.

Why should I join the CWU?

The CWU has agreement with Royal Mail whereby we can negotiate with them on matters such as pay increases, enhanced terms and conditions of employment including such things as holiday entitlement, making the workplace safer, maternity and paternity rights. This is just a small sample of what we can achieve together.

How can we help you?

Apart from the issues we deal with on a collective basis, we can also deal with issues which are personal to you. We can assist on issues both inside and outside the workplace. We can help with representing you should you be unfortunate and be subject to some form of discipline, all our representatives are trained to a very high standard. We can assist you with any grievances you may have, or indeed any accidents you may have at work. We can also help you with matters outside of the workplace for example buying a house, accidents, divorce, writing a will.

How do I get help?

The CWU has offices in all major cities and towns in the UK. Every workplace has a CWU representative. You will shortly receive a letter with all of the local information you require.

For more information about the CWU, visit:

www.cwu.org
Pay with a unionised workforce is on average 18% higher.

Everybody is treated fairly.

Safe and healthy workplaces – the CWU is here to help.

Have your say as part of a democratic organisation.

Join an organisation that looks after your best interests and cares about your working conditions.
**YOUR ANNUAL LEAVE ENTITLEMENT**

Basic annual leave entitlement is as follows:

<table>
<thead>
<tr>
<th>On entry</th>
<th>Four and a half weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>After 5 years</td>
<td>Four weeks, 3.5 days</td>
</tr>
<tr>
<td>After 15 years</td>
<td>Five weeks, 1 day</td>
</tr>
<tr>
<td>After 20 years</td>
<td>Six weeks</td>
</tr>
</tbody>
</table>

These entitlements are expressed in weeks and days, with a week’s leave being a whole week irrespective of how many days attendances are due. A half a week’s leave is a number of odd days equal to half the average number of weekly attendances.

All periods of service on a temporary or permanent contract will count towards calculating leave due.

In addition to the above entitlements, employees might during the course of the year accumulate further annual leave day entitlements – known as lieu days when one of their rest days (i.e scheduled Day Off or when on annual leave itself) falls on one the following Bank/Public holidays:

- New Years Day, Good Friday, Easter Monday, May Day, Spring Bank Holiday,
- Late Summer Bank Holiday, Christmas Day and Boxing Day. *

* These will differ in Scotland and Northern Ireland.

Over and above the outlined standard entitlement, employees with less than 20 years service will have the chance to increase their holiday entitlement to (or towards) 6 weeks leave per year; by foregoing an element of basic pay – known as the “Leave Purchase Option”

For each whole week of additional leave purchased basic pay will be adjusted by 2% per week regardless of the length or the working week, purchases of half a week’s leave will cost 1% of basic pay. Obviously, once the higher level of leave becomes an entitlement pay is then restored to its maximum.

Please note: The above leave entitlements are based on a 12 month period from April each year to March the following year. Therefore if you start work for Royal Mail during the leave year you will receive a pro-rata annual leave entitlement until the beginning of the next leave year – April – at which point you will receive the full basic entitlement.

Within your first few weeks a manager should advise you of your annual leave entitlement and ask when you would like to take it – subject to availability. Equally, you should have been asked during your initial training period, if you had any pre-booked holiday arrangements made prior to starting your new job – which management should honour.

If you have any enquiries or difficulties with your annual leave please speak to a CWU Representative.
YOUR MEAL BREAKS

All duties will have a set paid meal break time, with the length of these meal breaks being in line with the following:

**Attendance Length and Length of Meal Break:**

<table>
<thead>
<tr>
<th>Attendance Length</th>
<th>Length of Meal Break</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 ½ hours to 3 hours</td>
<td>10 minutes</td>
</tr>
<tr>
<td>3 hours 1 minute to 3 hours 30 minutes</td>
<td>15 minutes</td>
</tr>
<tr>
<td>3 hours 31 minutes to 4 hours 59 minutes</td>
<td>20 minutes</td>
</tr>
<tr>
<td>5 hours to 7 hours</td>
<td>30 minutes</td>
</tr>
<tr>
<td>7 hours 1 minute to 8 hours 59 minutes</td>
<td>40 minutes (or 20 + 20 minutes)</td>
</tr>
<tr>
<td>9 hours to 10 hours 59 minutes</td>
<td>50 minutes (or 30 + 20 minutes)</td>
</tr>
<tr>
<td>11 hours to 12 hours 59</td>
<td>60 minutes (or 30 + 30 minutes)</td>
</tr>
<tr>
<td>13 hours or longer</td>
<td>70 minutes</td>
</tr>
</tbody>
</table>

➤ In Mail Centres, an additional grace break may be extended to 20 minutes for full time indoor jobs and 10 minutes for part-time.

Employees aged under 18 are entitled to a 30 minute meal break on any attendance of four and a half hours or more in length.

**Please note:** If you perform overtime either at the beginning or end of your duty this may attract a further meal break entitlement. For example, if your duty is 5 hours long you will have a 30 minute meal break. If however you perform 3 hours overtime that day – taking your total attendance to 8 hours – you are entitled to a further 10 minute paid meal break.

We hope this is useful to you. If you need any help or assistance with any aspect of your job with Royal Mail, please contact a CWU Representative, who will be able to help.
There are great advantages in belonging to the CWU, because on your own, the relationship with your employer is not one of equals. Join the CWU and you join forces with hundreds of thousands of other workers, meaning we can speak with a stronger voice.

Together, we’ll get you better pay, better working conditions, better equality and we promise you a democratic say in what we do and how we do it. The CWU is your union - please join us.

Join Freephone 0800 731 7434 or e-mail: joinunion@cwu.org

On your side!

www.cwu.org