



Information booklet agency workers



 **MANSCHAP**



Welcome

Welcome to team Manschap. We are pleased to welcome you as our new colleague!

Manschap is part of Schipper Techniek and we specialise in temporary employment, international labour recruitment, and recruitment.

Whatever your role at Manschap may be, we and our clients rely on your professional commitment. In turn, you can rely on our organisation to provide you with a solid foundation and the support you need to do your job properly.

Good cooperation requires clear basic agreements. That is why this booklet contains important information about working at Manschap. If you have any questions, you can reach us at 0546-579 315.

We wish you a pleasant and successful time at Manschap!.

Kind regards,

Team Manschap

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Employment conditions

Employees at Manschap receive a temporary employment agreement in accordance with the NBBU Collective Labour Agreement (cao). This can be found on the NBBU website: www.nbbu.nl/download/nbbu-cao-voor-uitzendkrachten/

Salary payment and expense claims

Manschap aims to process the hours worked during the previous week and pay salaries every Wednesday. Salary payments are made weekly; upon request, payment in periods of every four weeks is also an option.

We use Kentro to process your hours and salary payments. To ensure that your salary can be paid on time, you must enter your hours immediately after your last working day of the week. The client will then receive an email asking them to check and approve your hours.

If you experience any problems, please contact Manschap in a timely manner. The instructions for entering your hours can be found on our website under “Employees” (Werknemers) > “Downloads”.

Additional benefits and their payment

For each hour worked, you earn entitlements to:

1. Holiday allowance
2. Holiday leave
3. Short-term leave, special leave and public holidays

1. Holiday allowance

An 8.00% holiday allowance is built up over your gross salary. This is paid out as standard on the first Wednesday of June, or within six weeks at the latest following the termination of your employment at Manschap.

2. Holiday leave

By law, everyone is entitled to at least 20 paid days off a year if you work full-time. Depending on the rules at the company where you work, you might get extra days. We call these extra days "above-statutory days". The money saved for these extra days is paid out every week. When you want to take a day off, you must ask the company you work for in advance. If you have saved up enough money/days, you can get paid for the day you take off.

3. Short-term leave, special leave and public holidays

In the same way, you save up hours for short absences (such as visits to the doctor or dentist), special leave (such as the loss of a close family member), and public holidays, which will be paid out to you when you need them.

Money for travel costs

Manschap follows the client's pay rules for things like travel allowance. This means your travel money is decided by the rules (cao) of the company where you work.

Sick leave

If you are ill and unable to work, you must follow these steps:

1. Report your absence by telephone to your client (the company where you are working) before your working day starts.
2. On your first day of illness, report your absence by telephone to Manschap before 08:30. If you become ill during the weekend, you must report your absence to Manschap on the following Monday.

Sick leave notifications by email, text message or WhatsApp will NOT be accepted.

When reporting sick, you must provide the following information:

- * The date on which you became ill
- * The date of your next scheduled working day
- * The estimated duration of your absence
- * How Manschap can support you
- * The telephone number where you can be reached directly and your current address

Availability

During the first few weeks of your illness, you must always be available between 08:30 and 17:00 at the address and telephone number you have provided.

If Manschap attempts to contact you for two days but you are unavailable, your sick leave notification will be withdrawn.

If you are staying at a different address, either temporarily or permanently, you must inform Manschap within 24 hours.

You may leave the address provided for an appointment with the occupational physician, GP, physiotherapist or another medical specialist. You may also leave the address to return to work or if you have received permission from Manschap to do so.

Contact between you and Manschap

Following your sick leave notification, Manschap will contact you to discuss your situation and any measures that may be necessary due to your absence.

Manschap may ask why you are unable to work. Arrangements can also be made regarding your return to work and how often and in what way you and Manschap will stay in contact.

Holiday

If you wish to go on holiday while you are unable to work due to illness, you must obtain permission from Manschap beforehand.

If you go on holiday without permission, your sick leave notification will be withdrawn.

Returning to work

Once you have recovered and are ready to return to work for the client, you must also notify Manschap by telephone.

Please let us know on which date you will return to work.

Operational matters

Safety and instructions

Manschap provides you with work clothes and safety equipment where needed, and you must wear or use them. Damaged work clothes can be exchanged for new ones.

Certain clothes and safety equipment must be returned to the office at the end of your employment. We will let you know about this in advance. If you do not return them, the costs will be deducted from your final pay.

If you do not receive work clothes or shoes from Manschap, you will work in your own clothes or clothes provided by the client. However, make sure to read the client's rules and wear clothes that are clean and undamaged.

Responsibility and professional Image

You represent Manschap! Make sure you always look clean and presentable. When you accept a job, we trust that you will do your work responsibly and professionally.

Clients expect you to treat their property with care. Working under the influence of alcohol or drugs is strictly forbidden.

Damage and accidents

When you start working at a client company, Manschap will first give you safety instructions using a health and safety checklist. You should read this document carefully before signing it. If you are involved in an incident during your shift, the client will take care of immediate support, but Manschap will also be informed. We will then contact you.

Digital signature

Manschap uses digital signatures. You will receive an email asking you to sign a document digitally. It is not difficult, but please read carefully. If you still need help, you can always call our office.

Company training

When taking a training course, the time you spend on it is your own responsibility, unless agreed otherwise. You can take holiday hours for this day or choose unpaid leave. Manschap will plan the training in consultation with you and the client. For any training course paid for by Manschap and/or the client, you will be asked to sign a training cost agreement.



How your payslip works!

Explanation of the terms mentioned:

1. The gross wage you receive (number of hours x hourly rate).
2. This is the extra portion of holiday entitlement days. Manschap pays out this built-up amount on a weekly/monthly basis.
3. The collective term for all taxes you pay to the government.

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000123456	11-05-98	M	O	04-09-25	1-2	26-22-001	02-06-26
vestiging	arbeidsduur	functiegrp	uurloon	min. loon	min. vak.	jaarloon bijz. beloning	
1002	Variabel	B/3	17.46	14.71	1.18	31821	
heft. krt	kleur	tabel	wooni	soc. dgn	fisc. dgn	onb schr opr	stipp ww wao zw azw zvw lb wtz aow anw
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Dhr. M. Voorbeeld
Bedrijvenpark Twente 293
7602 KK Almelo



1	Normale uren	27.50 x	17.46	480.15
2	Feestdagen	8.00	T	139.68
3	Kort verzuim	4.50	T	78.57
4	Vak dgn bovenwet.	0.60	T	10.42
	AZW werknemer			-4.89
	Bijdrage PAWW werknemer			-0.71
5	STIPP-pensioen werknemer			-24.61
	Totaal bruto			+ 678.61
	WHK werknemer			10.31
6	Loonheffing tabel			83.85
	Totaal netto			- 584.45
	Totaal			+ 584.45
	Overgemaakt:	03-06-26		584.45
	IBAN NL12INGB1234567890			

RESERV.	Vakantiegeld	Vak dgn huishg jaar	Vak dgn bovenwet.
deze periode	€ 50.41	U 2.39	U 0.60
totale begroot	€ 107.49	U 8.19	U

CUMULATIEVEN						
fiscale dagen	sociale dagen	loon in geld	loon in natura	foolen	afrekenposten	zvw-loon
105.00	98.00	16160.98	0.00	0.00	743.65	15417.33
gewerkte uren	arbeidskorting	zvw-loon		lh-loon		
814.00	2171.28	15417.33		15417.33		
loonheffing	inhouding azw	onbelaste verg	reiskostenforfait			
2274.71	98.45	0.00	0.00			
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Contact

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