

Assignment and Booking Confirmation

NF UK A01 | Template version 1.1 | 26 October 2026

Template for completion and approval before individual issue. Uncompleted copies do not form an agreement. Blue bracketed fields are the particulars to enter; the clauses below contain the substantive terms.

Particulars

Booking reference and status	{{booking_reference}} / {{booking_status}}
Worker name and verified role	{{worker_name}} / {{role_and_grade}}
Hirer legal entity and nature of business	{{hirer_name_and_business}}
Site unit and full address	{{site_unit_address}}
Assignment dates and expected duration	{{start_date}} to {{end_date}} / {{expected_duration}}
Start finish time and time zone	{{start_time}} to {{finish_time}} / Europe London; overnight finish date {{finish_date}}
Break duration and paid status	{{break_minutes}} minutes / {{break_paid_status}}
Basic worker pay and holiday treatment	GBP {{worker_basic_rate}} per hour / {{holiday_treatment}}
Provider charge rate and tax treatment	GBP {{provider_charge_rate}} per hour / {{vat_treatment}}
Authorised expenses or worker costs	{{expenses_and_costs_or_none}}
Duties experience and required skills	{{duties_experience_skills}}
Required registration training and authorisations	{{registration_training_authorisations}}
Known risks and controls	{{risk_and_control_details}}
Induction supervisor and urgent contact	{{induction_supervisor_urgent_contact}}
Travel parking access and PPE	{{site_arrival_information}}
Notice and cancellation schedule	{{notice_and_cancellation_reference}}

1 Confirmation and agreement

This confirmation records the assignment particulars under worker agreement {{worker_agreement_reference}} and provider agreement {{provider_agreement_reference}}. The booking is confirmed only when its confirmation status and the required acceptances are recorded. An application, invitation or draft confirmation

alone does not authorise attendance. The worker must receive their pay and assignment information even where the provider's commercial charge details are supplied in a separate copy.

2 Changes and safety

A material change to role, hours, location, risk or rate must be communicated promptly and agreed where required before the altered work is performed. No instruction permits work outside verified competence or legal permission. The hirer provides site induction and appropriate supervision; NurseFlex carries out the supply checks applicable to the agreed role.

3 Attendance and pay

Actual working time and breaks must be recorded accurately. The worker is paid for work performed at the agreed lawful rate even if a timesheet approval or provider payment is disputed, subject only to a reasonable lawful evidence check. Apply the linked cancellation terms and escalation contacts rather than inventing a fee at the point of cancellation.

4 Confirmation record

Worker acceptance date/method [{{worker_acceptance_record}}](#). Provider acceptance date/method [{{provider_acceptance_record}}](#). NurseFlex confirmation date/actor [{{nurseflex_confirmation_record}}](#). Document version [{{document_version}}](#). This record is retained with the booking and revised when particulars change.

Current pay and pricing guidance

NurseFlex UK | New offers from 26 October 2026 | Weekly payday Friday

This guide explains the approved starting rates for new nurse, HCA and Support Worker offers. Individual engagement terms and accepted assignment particulars govern the actual pay and client price. Existing signed terms and accepted bookings are unchanged.

Staff gross hourly guide

Role	Weekday day	Weekday night	Weekend	Bank holiday
Nurse RGN or RMN	£24.00	£26.00	£27.00	£36.00
HCA	£15.13	£16.25	£17.37	£22.69
Support Worker	£15.69	£16.81	£17.93	£23.53

The table includes a 12.07% holiday component for eligible rolled-up arrangements. Basic and holiday are itemised separately; do not add holiday a second time. Weekday day basic rates are nurse £21.4152, HCA £13.50 and Support Worker £14.00. Exact basic rates are retained for payroll; pay-period rounding can produce penny differences from rounded hourly guides.

Standard client hourly proposals

Role	Weekday day	Weekday night	Weekend	Bank holiday
Nurse RGN or RMN	£34.32	£36.68	£37.86	£48.48
HCA	£21.85	£23.18	£24.50	£30.78
Support Worker	£22.51	£23.84	£25.16	£31.77

Client proposals include holiday and employer NI/pension provisions plus the service fee. Actual payroll liabilities use applicable thresholds and eligibility. VAT follows the recorded supply assessment; no blanket exemption is asserted. A proposal is not an agreed facility price.

Holiday eligibility and confirmed amounts

Rolled-up holiday pay requires an active PAYE profile, evidenced irregular-hours or part-year eligibility and a qualifying leave year. Bank status alone is insufficient. Regular-hours and accrued-holiday staff are paid for leave under their applicable terms; the holiday provision is not extra current shift cash.

For an eligible nurse, 12 paid hours at the new weekday minimum produce £256.98 basic plus £31.02 holiday = £288.00 gross before employee deductions. Unpaid breaks reduce paid hours. The example is not a net-pay or payment-date promise.

Use one category for each worked period: bank holiday, then weekend, then weekday night or day. Weekday night is 20:00 –07:00, Europe/London. Cross-boundary hours need the applicable agreed rates; premiums do not stack.

Current guide: <https://nurseflex.co.uk/pay-rates/> | Private staff guide: <https://nurseflex.co.uk/dashboard/staff-rates/> | Questions: hello@nurseflex.co.uk