

Key Information Document for PAYE Agency Workers

NF UK K01 | 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

Issued to and date	{{worker_name}} / {{issue_date}}
Employment business	NurseFlex Ltd, company number 17153168; hello@nurseflex.co.uk
Contract type	Contract for services as a PAYE agency worker
Who pays you	NurseFlex Ltd directly through PAYE
Expected minimum basic hourly pay	GBP {{minimum_basic_rate}} before employee deductions, excluding any separate holiday amount
Pay frequency and pay day	Weekly / {{weekly_pay_day}}
Holiday entitlement and payment	{{holiday_entitlement_and_method}}
Statutory deductions	PAYE Income Tax, employee National Insurance and applicable employee pension contributions
Other deductions and fees	{{other_deductions_or_none}}
Non-cash benefits	{{benefits_or_none}}
Work-finding fee	None
Pay display and holiday method	{{pay_model_notice}}

1 Purpose and work rights contact

This document explains proposed pay arrangements before engagement terms are agreed; it is not the engagement contract or a promise of a particular assignment. Questions can be raised with NurseFlex at hello@nurseflex.co.uk. The Fair Work Agency is the current enforcement body for employment-agency standards in Great Britain. Current contact and complaint routes: <https://www.gov.uk/government/organisations/fair-work-agency> and the GOV.UK pay and work rights complaints service.

2 Representative weekly pay illustration

{{kid_pay_illustration}}

3 Illustration assumptions and individual calculation

{{kid_illustration_assumptions}}

4 Delivery and changes

Document version {{document_version}}, delivery date/method {{delivery_record}}. An updated document will be provided when required if the relevant arrangements change. Receipt acknowledgement confirms delivery only and is not acceptance of the engagement contract.

The illustration fields above are populated from the reviewed minimum basic rate and the worker-specific holiday method before personal issue. An uncompleted template is not an offer or a completed Key Information Document.

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