**Example Contract of Employment**

***Note:*** *This template is an example you can adapt or develop to meet your needs*

\*delete as appropriate

***STATEMENT OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT***

This document sets out your principal terms and conditions of employment and incorporates the written particulars required by the Employment Rights Act 1996 (ERA) and constitutes the contract of employment between:

1. You (Name of employee) ............................ of (Address of employee) ............................ and (Name of employer) ............................ of (Address of employer) ............................
2. Your employment started on ............................ (Date employment started)
3. \*Your previous employment with (name of employer) ............................does count as part of your period of continuous employment which therefore began on (date previous employment commenced on) ............................ \*\*\*\*\*\*\*\****OR\*\*\*\*\*\****

\*Your previous employment does not count as part of your period of continuous employment

These Particulars of Employment superceede any previous agreement whether verbal or written given to you at any time

1. \*You are employed as a (Job title) ............................\*\*\*\*\*\*\*\****OR\*\*\*\*\*\****

\*A brief description of the work for which you are employed (give a brief description of work instead of job title) ............................

1. \*Your employment is permanent subject to notice periods and to general rights of termination under the law \*\*\*\*\*\*\*\****OR\*\*\*\*\*\****

\*Your employment is temporary and is expected to last for ............................(give weeks/months) \*\*\*\*\*\*\*\****OR\*\*\*\*\*\****

\*Your employment is for a fixed term ending on ............................(give end date)

1. Your normal place of work is (Address of workplace) ............................
2. \*You are required to work at the following locations ............................***\*\*\*\*AND/OR\*\*\*\****

\*You may be permitted to work at the following locations ............................

1. Your pay will be £............................ per hour or per annum
2. You will be paid ............................(monthly/weekly or whatever intervals payments take place)
3. Your normal hours of work are ............................ a week (specify days of week required to work and if these hours or days may be varied how this will be done i.e. shift patterns)

You may also be required to work ............................ (i.e. Sundays, nights or overtime)

1. Your holiday entitlement is ............................ (give entitlement to holiday pay and if that includes public holidays. An employer must give enough information to enable entitlements, including accrued holiday pay on termination, to be precisely calculated)
2. \*In case of incapacity for work you will be entitled to ............................ (Terms and conditions relating to sickness or injury and sick pay) \*\*\*\*\*\*\*\****OR\*\*\*\*\*\****

\*In case of incapacity for work details of sick pay and arrangements can be found in the ............................ (i.e. staff handbook / absence policy)

1. You are entitled to maternity leave, Adoption leave, Shared Parental leave, Time Off for Dependents, Parental leave, Parental Bereavement leave and Paternity leave (and any entitlement to pay) in line with statutory qualifying criteria and notification requirements. Any other paid leave is set out in Appendix one.
2. \*Pension scheme details are ............................ (give details of the scheme) \*\*\*\*\*\*\*\****OR\*\*\*\*\*\****

\*Details relating to the pensions scheme can be found ............................ (i.e. staff handbook / from your line manager)

1. You may be entitled to other benefits during your employment with us. Non contractual benefits are listed in appendix one.
2. You will be required to complete training for your specific job as well as compliance training such as health and safety, data protection and equality and diversity.

You may be required to complete additional training at the organisation’s discretion and will be paid at your normal rate of pay for any compulsory training you undertake.

You are required to undertake the following training at your own cost (list any training the employee must both complete and pay for).

1. The amount of notice of termination of your employment you are entitled to receive is ............................ (Period of notice)

The amount of notice you are required to give is ............................ (Period of notice)

1. \*There are no collective agreements in place\*\*\*\*\*\*\*\****OR\*\*\*\*\*\****

\*The collective agreements which directly affect the terms and conditions of your employment are ............................ (Details identifying the relevant agreements and indicating, where the employer is not a party, the persons by whom they were made)

1. \*You are not expected to work outside the UK\*\*\*\*\*\*\*\****OR\*\*\*\*\*\****

\*You are not expected to work outside the UK for more than one month\*\*\*\*\*\*\*\****OR\*\*\*\*\*\****

\*You will be required to work in............................ (location outside of UK) for ............................ (give period where more than one month)

You will be paid in (Currency) ............................ and will be entitled to (Details of any additional remuneration payable to the employee, and any benefits to be provided, because they are required to work outside the UK) .............................

The terms relating to your return to the UK are (Details) .............................

1. \*The disciplinary rules which apply to you are ............................ (An explanation of the rules) \*\*\*\*\*\*\*\****OR\*\*\*\*\*\****

\*The disciplinary rules which apply to you can be found in ............................ (i.e. staff handbook / disciplinary policy)

1. If you are dissatisfied with any disciplinary decision that affects you, you should apply in the first instance to ............................(Name of the person an employee application should be made to, or position held, e.g.: supervisor)

You should make your application by ............................ (Explain how applications should be made)

1. If you have a grievance about your employment you should apply in the first instance to ............................ (Name of the person an employee grievance should be raised with, or position held, e.g.: personnel officer).

You should make your application by ............................ (Explain how grievances are to be raised).

1. Further details on disciplinary and grievance procedures are ............................ (explain the steps) Further details on disciplinary and grievance procedures are set out in ............................ (i.e. staff handbook / disciplinary and grievance policy)

Signed by the employee:……………………………………………………………………..Date:…………………………………

……………………………………………………………………..

**Print name**

For and on behalf of ............................(Company Name):

Signed:………………………………………………………………………………………………Date:…………………………………

……………………………………………………………………..

**Print name and Job title**

**Appendix One *remove this section if it does not apply***

Other Paid Leave

*List any other paid leave you offer here or delete this section*

Non contractual Benefits

*List any other benefits you offer here or delete this section*