

Terms and Cd

f Employment

<<Date>>

This document contains the main service with the Company. Your contained in the letter offering yo ambiguity or discrepancy between document, the terms in the Offer contrary.

f employment which govern your any is also subject to the terms or Letter"). If there should be any letter and the terms set out in this opt where expressly stated to the

TERMS AND CONDITIONS

BETWEEN

- (1) <<Name of Company>> a registration number << > referred to as "we", "us" or
- (2) <<Name of Employee>> of

IT IS AGREED as follows:

1. General

The following terms and co the Employment Rights (Amendment) Regulations

2. Duties and Job Title

You are employed as a < <<specify name and title available in [the staff hand]

3. Date of Commencement/

- 3.1 Your period of conti
- 3.2 [No employment w continuous employr OR

[Your employment <<Date>> will count

- 3.3 In accepting your a the terms and cond
- 3.4 This Contract of En or written given to y
- 3.5 The first <<e.g. 3 of period. During this the end of the problem found satisfactory y

4. Hours of Work

- 4.1 Your normal workir rota >>, which wil intervals during you
- 4.2 Your daily work so hours per day (aver over that period.

I <<England and Wales>> under be is at <<Address>> (hereinafter

er referred to as "you")

u in accordance with the terms of Act 2002 and Working Time enacted at the relevant time.

n>>. You will be responsible to >>. Details of your duties are

ployment

us begins on <<Full Date>>.

counts as part of your period of

us employer>> which began on us period of employment with us.]

eemed that you have accepted all ract.

evious agreement whether verbal

mployment will be a probationary and conduct will be monitored. At formance will be reviewed and if onfirmed.

e determined as per << eg. staff n the commencement of and at

arily exceed an average of eight th one or two thirty minute breaks

4.3 In certain circumsta order to ensure t Employment are pro

4.4 [You will be paid for of sub-clause 4.2 or

5. Place of Work

Your normal place of wor may from time to time be inside and outside the Unit at such other place within request from time to time.

6. [Work outside the UK

- 6.1 You are required to
- 6.2 You will be paid <<
- 6.3 You will also receive benefits>>.1

7. Remuneration and Benef

- 7.1 You will be paid <<: in arrears at the rate
- 7.2 Your salary will be r
- 7.3 [You will be entitled insurance/details of
- 7.4 Your entitlement to **OR** after the satisfa
- 7.5 The organisation re these benefits at an

8. Collective agreements

[There are no collective ag

OR

[Your employment is subjeagreement>>.]

9. No Smoking Policy

You are required to adher all times whilst on duty. De

10. Holidays

10.1 You are entitled to complete calendar

y to adjust or exceed the hours in ordance with the terms of the

accordance with the requirements pecify terms>>.]

remises at <<address>> but you e business of the Company both m your responsibilities and duties as the Company may reasonably

g. state country and duration>>.

dditional payments and

redit transfer to your bank account bur worked.

ly at our discretion.

surance/ permanent health

ence <<state e.g. on your first day probationary period>>.

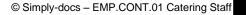
your entitlement to

r employment.

tive agreement <<specify relevant

moking policy on the premises at allable in the staff handbook.

working days holiday in each y and public holidays, pro rata in



accordance with << taken as holiday wit

[OR]

You are entitled to complete calendar accordance with << and public holidays staff rota >> referred

- 10.2 [During the first ye are able to take at a have accrued. For tadvance at the rat service from your st
- 10.3 [In each subseque 1/52nd of your annu be limited to taking following sub-clause with <<specify nam be obtained before alternative positive:
- 10.4 You will be paid fo normal hourly rate t << >>hours) that y immediately preced
- 10.5 The holiday year is take your holidays unused holiday en express written confor any unused holid
- 10.6 You may not take a out of your entitlement
- 10.7 If you leave our emin addition to any or representing salary you leave our empentitlement for the dadditional holiday to the balance will be calculated as laid of
- 10.8 [Payments in lieu of holiday entitlement

11. Other paid leave

- 11.1 Any maternity, pate bereavement leave rate of pay>>.
- 11.2 [The Company also leave>>.]
- 11.3 Please see the Con

tutory and public holidays must be

working days holiday in each y and public holidays, pro rata in ntitlement provides for all statutory ired to work according to << e.g. ove.

vith us the amount of holiday you d to that which you are deemed to rue holiday entitlement monthly in al entitlement for each month of

accrue holidays on the basis of omplete week worked and will not This entitlement is subject to the all be taken at times to be agreed superior>>. Such agreement is to ourself to bookings or any other

thorised by the Company at your of hours (subject to a maximum of the << for example 17 >> weeks

>> to << >> and you should will not be permitted to carry over ng holiday year except with the ou will not be entitled to payment

>> working days consecutively en consent of the Company.

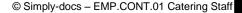
nding holiday entitlement, you will, may be entitled, be paid a sum holiday entitlement outstanding. If ore than the accumulated holiday a sum equivalent to wages for the om any final payment to you and day pay for these purposes will be

iday leave exceeding the statutory ne discretion of the Company.]

arental or parental e.g. the statutory rate/ your normal

Is of other paid non-statutory

r further information.



12. Training

- 12.1 You will be require e.g. health and safe
- 12.2 You may be require discretion and will b training.
- 12.3 You will not be paid

13. Sickness Absence

- 13.1 In the event of you behalf should conta first day of the abse
- 13.2 If the absence is d within 7 days from t be supplied to you.
- 13.3 A medical certificat must be handed o absent for any pe certificate should be
- 13.4 For the purposes of days' are Monday to
- 13.5 [There is no contract to sickness or incact Company.]

OR

[Provided you com paid your normal ba paid>> in total in an

13.6 The Company has to for absences, such

14. Maternity and Paternity R

The Company will comply paternity rights and rights policies in this regard a department>>.

15. Pension

[The designated pension where e.g. Staff handbook will make a contribution to <<state %>> of your sala

OR

[If you are eligible, the caccordance with the Comp

ng training in respect of: << state

training at the Company's e of pay for any compulsory

ving training: <<give details>>.

reason you or someone on your tle of immediate superior>> on the the reason for your absence.

tificate form should be completed e period of absence. The form will

as to the reason for the absence vant name and title>> if you are days or more. [A new medical uired by the Company].

ly scheme the agreed 'qualifying

respect of periods of absence due ents are at the discretion of the

sick pay requirements you will be of days for which sick pay will be

ecord absence levels and reasons nfidential.

ons with respect to maternity and or dependants. The Company's t from <<relevant name and/or

Details can be found in <<State specify job title>>.][The Company salary. You may contribute up

you into a pension scheme, in ment obligations.

Full details of the scheme minimum contribution level if you do not want to join the worker pension contribution

The scheme is subject to Company may replace the

16. Retirement

The Company does not op compulsorily retired on rea voluntarily at any time, p terminate your employment

17. Mobility

You may be required to tra

18. Grievance Procedure

The formal Grievance Prod department>>.

19. Disciplinary Procedure

The disciplinary rules app Disciplinary Rules and Pro

20. Staff Handbook and Emp

All Staff have a duty to ad force, including but not ex Hygiene, Sickness and Abs

21. Data Protection

The Company is required t and what we do with tha secure your personal data relevant data protection le [Company's data protection]

22. Termination of Employme

- 22.1 During the << >> I us to terminate your
- 22.2 If your employmer terminate your emp

22.2.1 One month's years; and the

n you are enrolled, including the to make and your right to opt out pating in the scheme, you agree to our salary.

ended from time to time, and the asion scheme at any time.

t age and therefore you will not be However, you can choose to retire the required period of notice to

s anywhere in the UK.

uest from <<relevant name and/or

nent are set out in the attached

other policies from time to time in s Health and Safety, Fire Safety, inities Policies.

nal data that we collect about you how we use, store, transfer and shall at all times comply with all tions imposed on you under the ce from time to time in force.

od the notice required by either of week.

tice required by either of us to

continuously employed for up to 2



22.2.2 One week's completed y

- 22.3 We reserve the rig notice.
- 22.4 Nothing in this Co summarily or otherw of your employmen you.

23. Governing Law

These Particulars of Employers with the laws of England ar

Issued for and on behalf of <<Con
Signed:

Employee

I hereby warrant and confirm tha conditions, or in any other way performing any of the duties of e Agreement.

Signed:
<<Name of Employee>>

eted year of employment from 2 12 weeks notice.

etion to pay you salary in lieu of

m terminating your employment erious breach by you of the terms act or acts of gross misconduct by

d by and construed in accordance

Date:

previous employment terms and apployment with the Company or above. I accept the terms of this

Date:

