

<<Company Name>>

Terms and Conditions of Flexi Time

Employment Contract

<<Employee Name>>

<<Date>>

This document contains the main terms of your employment with the Company. Your employment is also subject to the terms contained in the letter offering you employment (the "Offer Letter"). If there should be any ambiguity or discrepancy between this document, the terms in the Offer Letter shall prevail.

This document contains the main terms of your employment which govern your employment with the Company. Your employment is also subject to the terms contained in the letter offering you employment (the "Offer Letter"). If there should be any ambiguity or discrepancy between this document, the terms in the Offer Letter shall prevail.

TERMS AND CONDITIONS BETWEEN

(1) <<Name of Company>> a company incorporated in <<England and Wales>> under registration number << >> whose registered office is at <<Address>> (hereinafter referred to as “we”, “us” or “the Company”)

(2) <<Name of Employee>> of << >> (hereinafter referred to as “you”)

IT IS AGREED as follows:

1. General

The following terms and conditions of employment shall apply to you in accordance with the terms of the Employment Rights Act 1996, the Working Time Act 2002, and Working Time Regulations 2003, as amended or re-enacted at the relevant time.

2. Duties and Job Title

You are employed as a <<Job Title>> (Job Description). You will be responsible to <<specify reporting line>> (Immediate superior). Details of your duties are available in [the Job Description Letter].

3. Date of Commencement/Period of Employment

3.1 Your period of continuous employment begins on <<Full Date>>.

3.2 [No employment with previous employers counts as part of your period of continuous employment.]

OR

[Your employment with <<us employer>> which began on <<Full Date>> counts as part of your period of employment with us.]

3.3 In accepting your appointment, you are deemed that you have accepted all the terms and conditions of this contract.

3.4 This Contract of Employment is made of the previous agreement whether verbal or written given to you.

3.5 The first <<e.g. 3 months>> period of employment will be a probationary period. During this period, your performance and conduct will be monitored. At the end of the probationary period, your performance will be reviewed and if found satisfactory your employment will be confirmed.

4. Hours of Work

4.1 The Company's standard hours of work are <<time>> until <<time>> with a one hour lunch break <<time>> and <<time>>.

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4.2 This is a flexitime system. The Company's standard hours of work are of paramount importance. The operation of the flexitime system is subject to the operation of the system. The Company has the right to suspend the operation of the system if you work during the Company's standard hours.

4.3 The flexitime system is subject to the requirements of the Working Time Regulations 1998.

4.4 Core Time is between <<start>> and <<end>> and you must be present at work between these hours.

4.5 You must work 5 days a week.

4.6 You are free to arrive outside Core Time provided that:

4.6.1 The departmental requirements are met. <<manager>>

4.6.2 You work a maximum of <<hours>> per week.

4.6.3 Your daily working hours per day shall not ordinarily exceed an average of 8 hours (including one or two thirty minute breaks).

4.6.4 In certain circumstances it may be necessary to adjust or exceed these hours in order to meet the requirements of the Employer. This shall be determined.

4.6.5 You will be required to work on the following terms <<describe terms>>

5. Place of Work

Your normal place of work is <<place>>

6. Remuneration

6.1 [You will be paid <<rate>> by credit transfer to your bank account in arrears at the end of each month <<rate>> per hour worked.]

6.2 Your salary will be reviewed annually at our discretion.

7. Collective agreements

[There are no collective agreements in force at the time of your employment.]

OR

[Your employment is subject to the terms of the collective agreement <<specify relevant agreement>>.]

8. Holidays

8.1 You are entitled to <<number>> working days holiday in each calendar year and public holidays, pro rata in accordance with <<staff sheet, staff rota >>. All statutory holidays are included within this entitlement.

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[illegible]

9.1	In the event of your absence, you must inform your immediate superior in writing on your behalf should contact be made on the first day of the absence. You must also state the reason for your absence.
9.2	If the absence is due to illness, a medical certificate form should be completed within 7 days from the first day of absence. The form will be supplied to you.
9.3	A medical certificate must be handed over to the HR Department stating the reason for the absence and your relevant name and title>> if you are absent for any period of 3 days or more. [A new medical certificate should be provided if required by the Company].
9.4	For the purposes of the Company's long service scheme the agreed 'Qualifying Days' are Monday to Friday.
9.5	[There is no contractual obligation on the Company's part in respect of periods of absence due to illness.]

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

Record absence levels and reasons
Confidential.

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

your employment]

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

you into a pension scheme, in
ment obligations.

When you are enrolled, including the right to make and your right to opt out of participating in the scheme, you agree to your salary.

ended from time to time, and the
 version scheme at any time.]

However, you can choose to retire the required period of notice to

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s anywhere in the UK.

You may be required to tra

14. Grievance Procedure

The formal Grievance Procedure shall be requested from <<relevant name and/or department>>.

15. Disciplinary Procedure

The disciplinary rules applicable to the employee are set out in the attached Disciplinary Rules and Procedure.

16. Staff Handbook and Employee Policies

All Staff have a duty to adhere to the Staff Handbook and other policies from time to time in force, including but not excluding Health and Safety, Fire Safety, Sickness and Absence and other policies.

17. Termination of employment

17.1 During the << notice period >> the notice required by either party to this Contract of employment will be one week.

17.2 If your employment is terminated by either party to this Contract to terminate the employment, the notice required by either party to this Contract shall be:

17.2.1 One month's notice if you have been continuously employed for up to 2 years; and the notice shall be given in writing.

17.2.2 One week's notice if you have been continuously employed for up to 12 weeks notice.

17.3 We reserve the right to terminate your employment without notice.

17.4 Nothing in this Contract shall prevent us from terminating your employment summarily or otherwise in the event of a serious breach by you of the terms of your employment or in the event of gross misconduct by you.

18. Data Protection

The Company is required to protect your personal data and what we do with that data. We shall at all times comply with all relevant data protection legislation and the Company's data protection policy, which shall be in force from time to time in force.

19. Governing Law and Jurisdiction

These Particulars of Employment shall be governed by and construed in accordance with the laws of England and Wales. Any dispute relating to the same shall be referred to the exclusive jurisdiction of the English and Welsh Courts.

Issued for and on behalf of <<Company Name>>

Signed:

Date:

Employee

I hereby warrant and confirm that I have not been employed by the Company or its subsidiaries in the past 12 months, and I have not performed any of the duties of employment with the Company or its subsidiaries in the past 12 months. I accept the terms of this Agreement.

Signed:
<<Name of Employee>>

I hereby warrant and confirm that I have not been employed by the Company or its subsidiaries in the past 12 months, and I have not performed any of the duties of employment with the Company or its subsidiaries in the past 12 months. I accept the terms of this Agreement.

Date:

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