

# **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

- 2.1 You are employed a to <<specify job title
- 2.2 In your job position with such orders as consistent with that to perform duties r additional duties, h reasonably perform

### 3. Fixed Term

3.1 [This Contract is fo Date of Commence

### OR

[This Contract is for OR

[This Contract wil commencement sp employee>> return e.g. sick leave, ma agree that when < Employment will ter

- 3.2 During the fixed ten than << >> weeks terminated if you ar
- 3.3 [Unless renewed the Company will te



<-England and Wales>> under ce 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.

cription>>. You will be responsible

duties and obligations and comply ne Company which are reasonably may from time to time require you others or to take on different or assigned duties which you cannot

# ber of months/years >> from the

cify project >> is completed.]

n commencing on the date of tinuing until <<specify name of riod of <<specify reason for leave ondition of your Contract that you returns to work, your Contract of

ate the contract on giving not less ur employment may be summarily sconduct.

ntract and your employment with e fixed term.]

This contract and end of the fixed ter of termination expiri













e Company will continue after the her side on << >> weeks' notice the fixed term.]

# ployment

us begins on <<Full Date>>.

r counts as part of your period of

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

eemed that you have accepted all lact.

evious agreement whether verbal

mployment will be a probationary and conduct will be monitored. At formance will be reviewed and if onfirmed. The probationary period n. During the probationary period. will not apply.



<Time>> to <<Time>> <<Monday er week.]

<Time>>

<Time>>

<Time>>

<Time>>

<Time>>1

state period – at least 20 minutes etween <<Time>> and <<Time>>

urs, you will not be entitled to any

y to adjust or exceed the hours in performed.

#### 4. **Date of Commencement/**

- 4.1 Your period of conti
- 4.2 [No employment wi continuous employr

# OR

[Your employment <<Date>> will count

- 4.3 In accepting your a the terms and cond
- 4.4 This Contract of En or written given to y
- 4.5 The first <<e.g. 3 period. During this the end of the prot found satisfactory y may be extended at the full disciplinary

#### 5. Hours of Work

5.1 [You will normally b to Friday>>, a total

OR

[You will normally b

Monday fror

**Tuesday fro** 

Wednesday

Thursday fro

Friday from

- 5.2 You must take a b in a working day of or as agreed with yo
- 5.3 [Where your workin paid breaks during
- In certain circumsta 5.4 order to ensure that

### 6. Place of work

- 6.1 Your normal place
- 6.2 [You may be require Company's busines

### 7. [Work outside the UK

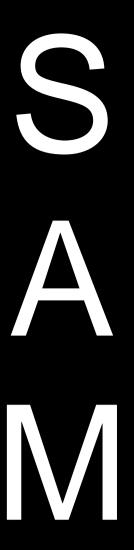
- 7.1 You are required to
- 7.2 You will be paid <<g
- 7.3 You will also receive benefits>>.]

### 8. Remuneration and Benef

- 8.1 The full time salary of << >> hours per <<insert frequency month>>. Payment building society acc
- 8.2 Your working hour salary will be £<< >
- 8.3 You will [not] be p hours. [Overtime wi
- 8.4 [At the Company's <<month>>. You s result in a salary in has been given by e
- 8.5 The Company is au
- 8.6 [You will be entitled insurance/details of
- 8.7 Your entitlement to **OR** after the satisfa
- 8.8 The organisation re these benefits at ar

### 9. Holidays

- 9.1 You are entitled to entitlement of 20 d added. This does n employer's discretion bank and public hol
- 9.2 The holiday year co
- 9.3 If your employment









ess>>. [and overseas] on the

g. state country and duration>>.

dditional payments and

>> per annum based upon a total rate of £<< >>. You will be paid on << e.g. the last friday of each . direct credit transfer to a bank or

ntage>> of full time hours. Your

worked in excess of the full time terms: <<insert terms>>.]

y will be reviewed annually in salary review will not necessarily review of your salary after notice our employment.]

ims due to it from your salary.

surance/ permanent health >.

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

your entitlement to

es the statutory minimum holiday blic and bank holidays have been blidays, which may be given at the omplete calendar year, including ance with Clause 5.1.

finishes on << >> each year.

part way through the holiday year,

your holiday entitler

- 9.4 If, on termination of
  - 9.4.1 you have e Company wi of your pro calculation>: deduction fro
  - 9.4.2 You have h discretion, re make a payr
- 9.5 Holidays must be ta approval of propose will not be allowed Company's discreti approval has been f
- 9.6 All holiday must be circumstances you entitlement to the holiday may not be
- 9.7 If you are sick or transfer to sick lea strictly subject to the
  - 9.7.1 You must co possible) as sickness or i
  - 9.7.2 The full per certificated t days;] and
  - 9.7.3 Within <<tirr confirm in w or injury and This written

### 10. Other paid leave

- 10.1 Any maternity, pate bereavement leave rate of pay>>.
- 10.2 [The Company also leave>>.]
- 10.3 Please see the Con

### 11. Training

- 11.1 You will be require e.g. health and safe
- 11.2 You may be require discretion and will b training.
- 11.3 You will not be paid











ordingly.

accrued holiday entitlement, the eu of days holiday taken in excess ent, on the basis of <<specify the Company to make a such hal salary.

owing, the Company may, at its oliday during your notice period or crued holiday entitlement.

to the Company. You must obtain ce from <<specify job title>>. You eeks at any one time, save at the c holidays until your request for

hich it is accrued. In exceptional to <<5>> days untaken holiday applies for one year only, and equent holiday year.

, the Company will allow you to the holiday at a later date. This is

>> in person and by telephone (if t your holiday will be affected by

ue to sickness or injury must be actitioner, [where it exceeds seven

of your return to work, you must holiday was affected by sickness ou wish to take at another time. to<<specify job title>>.

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

Is of other paid non-statutory

or further information.

ng training in respect of: << state

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

ving training: <<give details>>.

### 12. Sickness Absence

- 12.1 In the event of you should contact <<si of the absence to ir the Company as so return to work.
- 12.2 A self-certification days. The form will
- 12.3 For periods of sic weekends, you will Note') / Medical Ce Note / Medical Ce Company.

# 12.4 EITHER - When the only receive SSP u

[9.4 If you are at incapacity, you are have met the requi 'qualifying days' an contractual right to or incapacity. Any s

# OR – When the co clause:-

[9.4 If you are abserved with the requirement maximum of << >> normal basic sala accordance with the

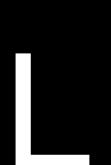
- 12.5 The Company has t for absences. Such
- 12.6 The Company ma medical practitioner you agree to autho detailing the results the Company. The Such an examinati reasonable to do sc

### 13. Maternity and Paternity R

The Company will comply paternity rights and rights policies in this regard are a







n you or someone on your behalf arliest opportunity on the first day on for absence. You must inform ange in the date of your expected

ed for absences of up to seven

ven consecutive days, including Statement of Fitness for Work ('Fit o <<specify job title>>. A new Fit periodically as required by the

### ight to sick pay; employee will

days by reason of sickness or ck Pay (SSP), provided that you purposes of the SSP scheme the onday to Friday>>. There is no eriods of absence due to sickness discretion of the Company.]

### pany sick pay scheme, use this

ncapacity, and you have complied aid company sick pay, for up to a ear. Company sick pay is equal to receive Statutory Sick Pay in

ecord absence levels and reasons onfidential.

go a medical examination by a y stage of your employment, and ioner to prepare a medical report ch you agree may be disclosed to cost of such medical examination. ed by the Company where it is

ons with respect to maternity and or dependants. The Company's <<<pre>c<specify job title>>.

### 14. Pension

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

### OR

[If you are eligible, the C accordance with the Comp

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

# 15. Non – Compulsory Retire

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

### 16. Collective agreements

[There are no collective ag OR

[Your employment is subje agreement>>.]

### 17. Mobility

You may be required to tra

### 18. Grievance Procedure

The formal Grievance Pro The Grievance Procedure

### **19. Disciplinary Procedure**

The disciplinary rules app Disciplinary Policy and Pro part of your terms and cond



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

you into a pension scheme, in ment obligations.

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

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

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

### r employment.]

tive agreement <<specify relevant

s anywhere in the UK.

equest from <<specify job title>>. r terms and conditions.

nent are set out in the attached Rules and Procedure do not form

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### 20. [Staff Handbook and Emp

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

### 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 protectior

# 22. Changes to Terms and C

The Company may ame document << and in the E will be notified to you perso

### 23. Severability

The various provisions of identifiable part thereof is competent jurisdiction the validity or enforceability of t

### 24. Governing Law

These Particulars of Emplo 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: .....



other policies from time to time in s Health and Safety, Fire Safety, icies.]

hal 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.

nt

he terms and conditions in this /Manual>> and any such change generally applied, by notice.

verable, and if any provision or unenforceable by any court of enforceability shall not affect the or identifiable parts.

d by and construed in accordance

Date:

previous employment terms and poloyment with the Company or bove. I accept the terms of this

Date:

<<Name of Employee>>



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