

STATEMENT OF PARTICULARS OF EMPLOYMENT

The Statement of Terms of Employment should cover the following:

- ❑ Names of the employer and employee
- ❑ Job title and brief description of roles and duties
- ❑ Date employment commenced
- ❑ Date the written statement of particulars of employment was issued
- ❑ Scale or rate of remuneration or the method of calculating remuneration
- ❑ The intervals at which remuneration will be paid
- ❑ Hours of work
- ❑ Holidays, including public holidays and holiday pay
- ❑ Incapacity for work due to sickness or injury, including any provision for sick pay
- ❑ Pensions and Pension Schemes
- ❑ Disciplinary procedures
- ❑ Length of notice that the employer is obliged to give and entitled to receive to terminate the contract of employment
- ❑ Other benefits such as travel allowances
- ❑ Work location
- ❑ Period of employment if the job is not permanent, including details of any probationary period