

Principal Statement of Employment

SAMPLE ONLY

This agreement is made between

<name and address of organisation>

and

<name and address of employee>

1. Commencement of employment and period of continuous service

Your employment with <name of organisation> will commence/commenced on <date>. <if fixed term contract> and will end on <date>.

Your continuous service began on <date of start of continuous service>

Probation

Your employment will be subject to a probation period of <x> months. You will receive

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2. Job title and place of work

You will be employed as <job title>. Additionally, you may be required to perform other duties from time to time that <name of organisation> considers necessary to meet the needs of the organisation.

Your normal place of work will be <address of place of work>.

You may be required to work in a similar capacity at any of <company names> other locations, departments, subsidiaries or associated companies. You will be consulted in accordance with our legal obligations on any proposed permanent change of location.

You may also be required to travel within the UK or overseas, as the company may require from time to time.

3. Salary

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This will be paid in twelve equal payments, in arrears, into your bank account by credit transfer each month.

4. Hours of Work

Your normal hours of work per week will be <hours per week>.

Your working day will be

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Working Time Directive

<If Opt-Out Is To Be Signed>

You agree that the limit on average weekly working time provided by Regulation 4 of the Regulations does not apply to you and that your consent for the purpose of this clause shall continue indefinitely. You are aware that you may

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<If Opt Out Not Signed>

You agree that you will monitor your hours of work and ensure that it is within the average weekly hours allowable under Regulation 4 of the Regulations.

5. Holidays

The holiday year runs from <start date> to <end date> each year. In addition to the normal public holidays, you are entitled to <number of days> paid holiday.

<for fixed term contract> Your holiday entitlement will be pro rata for the period worked.

If you do not use your holiday during the holiday year,

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on a pro rata basis. A deduction from final salary will be made for any holiday taken in excess of the pro-rata entitlement in the final year.

6. Sickness Absence

If you are unable to attend work due to illness or injury, you must notify your Manager directly as soon as possible, and by <desired time> at the latest, on the day in question.