

Employment Contract: Summary of Content

Must Have	Recommended	Possible (References to)
<ul style="list-style-type: none"> • Employer's name • Employer's main address • Start date • Date of commencement of continuous employment • Job title or a brief job description • Location of job • Reference to collective agreements • Remuneration: amount and pay intervals • Hours of work • Holiday entitlement • Sick leave and sick pay entitlement • Pension and pensions scheme entitlement (even if none) and stating whether or not a pension contracting out is in force • Notice of termination • Type of contract and, if fixed, period it will run for • Reference to details of disciplinary and grievance procedures 	<ul style="list-style-type: none"> • Reference to relevant Employment Act 1996 • Probationary period • Absence <ul style="list-style-type: none"> ○ Reference to reporting arrangements ○ Long term sick absence procedure • Holiday <ul style="list-style-type: none"> ○ Carry-over ○ Holiday pay • Other key benefits e.g. car • Reference to other statutory leave e.g. maternity • Internet/email use • Confidentiality where appropriate (e.g. restrictive covenants) • Driving • Data protection consent 	<ul style="list-style-type: none"> • Health and safety at work • Dress code • Other main policies e.g. <ul style="list-style-type: none"> ○ Equal opportunities ○ No smoking • Part-time working if relevant • Company property, including intellectual • Other employment