UK-EMPcon15

Statement of particulars of employment

From: [name of [redacted]]

To: [name of [redacted]]

Date: [date]

1. Introduction

This statement sets out the particulars of your employment with [name of employer] as of [date] which are required to be given to you under the Employment Rights Act 1996. Your employment commenced [redacted] [[redacted]], [redacted].

2. Job title

The title of the job which you are employed to [redacted]: [[redacted]].

The duties which this job entails are set out in the job description are attached to this statement. The job description may from time to time be amended by [employer's name], and in addition to the duties set out [redacted], [redacted].

3. Probationary period

3.1. Your employment is subject to a probationary period of [3] months. If we are satisfied with the quality of your work at the [redacted], [redacted].

3.2. If we are dissatisfied with your work during or at the end of your probationary period, we may terminate your employment by [one] week's notice. If you wish [redacted], [redacted].

3.3. [Employer's name] reserves the right to extend the [redacted].

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4. Place of work

Your usual place of work is: [[redacted]].

You will not be required to work outside the United Kingdom for any period longer than [one month] in any year. [Employer's [redacted]] [redacted].

5. Remuneration

Your remuneration is £ [400] (four hundred pounds) per week payable [redacted].

6. Hours of work

Your normal hours of work are from [08:00 to 17:00]. [redacted] , [redacted] [[redacted]] 's [redacted] £ [12] [redacted].

7. Training

7.1. We provide training for employees at [our head office / [redacted]]. [redacted].

7.2. You must complete the training to the level required by [Employer nam]. It [redacted] . [redacted] ([redacted]) [redacted].

8. Holidays

8.1. Your entitlement to leave for holidays and all other [redacted] 28 [redacted] [1st [redacted]] [redacted] [31st [redacted]].

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If your employment commenced or terminates part way through the holiday year, your entitlement of holidays [redacted] - [redacted] . [redacted] .

8.2. Holidays must be taken at times convenient to [[redacted]] [redacted] .

8.3. Holiday entitlement unused at the [redacted] .

9. Absence due to sickness

9.1. If you are absent from work on account of sickness or injury you or someone on your behalf ([redacted]) [redacted] [[redacted]] [redacted] .

9.2. In respect of absence lasting longer than [four] or fewer calendar days, you [redacted] . [redacted] , [redacted] , [redacted] [[redacted]] [redacted] .

9.3. In respect of absence lasting more than [four] calendar days, you must, [redacted] [5th] [redacted] , [redacted] .

9.4. You will be paid your normal basic remuneration rate less the amount of any statutory [redacted] 28 [redacted] 1st [redacted] 31st [redacted] .

9.5. [Employer's name] operate the Statutory sick pay scheme, and you are required to cooperate in the maintenance of necessary records. For the purpose of calculating your [redacted] , ' [redacted]

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[redacted]. [redacted] [redacted] [redacted] [redacted] [redacted] ’s [redacted].

10. Other absence

10.1. You should ask [name of / your [redacted] / [redacted]] [redacted]:

10.1.1 maternity,

10.1.2 paternity,

10.1.3 adoption,

10.1.4 carer leave,

10.1.5 force majeure,

10.1.6 or any other reason

10.2. [redacted]. [redacted] [redacted] [redacted] / [redacted]].

11. Pension rights

11.1. [redacted].

11.2. [redacted]. [redacted], [redacted] [redacted]] % [redacted], [redacted], [redacted], [redacted]] %.

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12. Collective agreements

[redacted] [redacted], [redacted]. [redacted] [redacted].

13. Notice of termination of employment

[redacted] [redacted].

[redacted] [redacted] 12 [redacted].

14. Grievances and discipline

14.1. Grievance procedure:

[redacted]. [redacted], [redacted].

14.2. Disciplinary Rules and procedure:

[redacted]. [redacted], [redacted].

Please acknowledge receipt of this statement by completing the tear-off slip below and returning it to your supervisor.

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For and on behalf of [Employer's name]:

Signature:

………………………………………………………………………………………

■■■■, [■■■■■■■■] ■■■■■■■■■■■■■■■■■■■■■■■■■■■■■ ■■ ■■■■■■■■■■■■■■■■■ 1996 , ■■■■ 1 . ■■■■■■■■■■■■■■■■ ■■ ■■ [■■■■■■■■].

Signed:

Dated:

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Explanatory notes:

Statement of Particulars of Employment

General notes:

1. Every employer has a legal obligation to give an employee the information in this document. We have expanded the information slightly so as to present it [redacted].

2. Unless you have sound reasons to use this document, you should prefer a full version contract of employment which contains all the desirable provisions to secure the interest of the employer as well as of the employee. The points [redacted].

3. You are under no obligation to set out your legal obligations. It is assumed that we all obey the [redacted].

4. You may already have in place schemes and documents which describe certain relevant schemes, such as a pension scheme and employment policies. You may refer to such a document in the statement so [redacted]. [redacted], [redacted].

5. Failure to provide the written statement will not result in a direct penalty. However, if a claim [redacted], [redacted].

6. Holiday entitlement is governed by the Working Time Regulations 1998 and recent case law. The version provided in this contract is [redacted]. [redacted], [redacted] 28 [redacted].

   You may find more details at https://www.gov.uk/holiday-entitlement-rights

7. Pension arrangements cover the latest law which sets out rules of auto-enrolment into a pension scheme. [redacted]:

   7.1. is aged between 22 and State Pension age

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7.2. earns more than £10,000 a year

7.3. works in the UK

This is called ‘ ■■■■■■■■.■■■■■■■■■■■■■■■■■■■■■■■ ■■■■■■■■■■■■■■■■■:

https://www.moneyadviceservice.org.uk/en/tools/workplace-pension-contribution-calculator

https://www.gov.uk/workplace-pensions/what-you-your-employer-and-the-government-pay

End of notes

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