

**Outline of a Written Statement of Terms and Conditions of Employment**

1. You (Name of employee) ............................ began employment with (Name of employer) ............................ on (Date employment started)…………….

2. \* Your previous employment with (Name of previous employer or employers) ............................ does count as part of your period of continuous employment which therefore began on (Date period of continuous employment commenced) …………...

or 2. \* Your previous employment does not count as part of your period of continuous employment \*Select (a) or (b) as appropriate

**\*Select (a) or (b) as appropriate**

3. a) You are employed as a (Job title) ............................ or

3. b) A brief description of the work for which you are employed (Brief work description)

Click or tap here to enter text.

4. a) Your place of work is (Address of workplace)

Click or tap here to enter text.

4. b) You are required/permitted\* to work at the following places (Give details)

Click or tap here to enter text.

and the address of your employer is (Address of employer)

Click or tap here to enter text.

5. Your pay will be (Particulars of scale or rate of remuneration, or of the method of calculating remuneration

Click or tap here to enter text.

6. You will be paid (Particulars of intervals at which remuneration is to be paid)

Click or tap here to enter text.

7. Your hours of work are (Particulars – including details of any normal working hours)

Click or tap here to enter text.

8. Your holiday entitlement is (Particulars – including entitlement to holiday pay and public holidays. An employer must give enough information to enable entitlements, including accrued holiday pay on termination, to be precisely calculated)

Click or tap here to enter text.

9. a) In case of incapacity for work (Terms and conditions relating to sickness or injury and sick pay)

Click or tap here to enter text.

or 9. b) Where particulars of any terms and conditions relating to incapacity for work due to sickness or injury, and sick pay, can be found (Refer to provisions of some other document which the employee has reasonable opportunities to read in the course of their employment or which is made reasonably accessible to them in some other way

Click or tap here to enter text.

10. a) Particulars of pensions and pension schemes

Click or tap here to enter text.

or 10. b) Where particulars of terms and conditions relating to pensions and pension schemes can be found (Refer to provisions of some other document which the employee has reasonable opportunities to read in the course of their employment or which is made reasonably accessible to them in some other way)

Click or tap here to enter text.

11. a) The amount of notice of termination of your employment you are entitled to receive is (Period of notice)

Click or tap here to enter text.

The amount of notice you are required to give is (Period of notice)

Click or tap here to enter text.

or 11. b) Particulars of the amount of notice of termination of your employment that you are entitled to receive and are required to give are contained in (Refer to relevant legislation, or the provisions of any collective agreement directly affecting the terms and conditions of the employment, which the employee has reasonable opportunities to read in the course of their employment or which is made reasonably accessible to them in some other way)

Click or tap here to enter text.

or 12. b) Your employment contract is for a fixed term and expires on (Date)……………………..

or 12. c) Your employment is temporary and is expected to continue for (Period of likely duration) .............................

**This should be used only as an indication of the likely duration.**

13. The collective agreements which directly affect the terms and conditions of your employment are (Details identifying the relevant agreements and indicating, where the employer is not a party, the persons by whom they were made)

Click or tap here to enter text.

14. \* You are not expected to work outside the UK (for more than one month). Delete words in brackets if they are inappropriate.

Or

14. \* You will be required to work in (Details of work location outside the UK) ............................ for (Period of work outside UK, where more than one month) .............................

You will be paid in (Currency) ............................ and will be entitled to (Details of any additional remuneration payable to the employee, and any benefits to be provided, because they are required to work outside the UK)……………….

The terms relating to your return to the UK are (Details)

……………………..

\*Select (a) or (b) as appropriate 15. a) The disciplinary rules which apply to you are (An explanation of the rules)

Click or tap here to enter text.

or 15. b) The disciplinary rules which apply to you can be found in (Refer to provisions of some other document which the employee has reasonable opportunities to read in the course of their employment or which is made reasonably accessible to them in some other way)

Click or tap here to enter text.

16. If you are dissatisfied with any disciplinary decision that affects you, you should apply in the first instance to: (Name of the person an employee application should be made to, or position held, e.g.: supervisor)

Click or tap here to enter text.

17. You should make your application by (Explain how applications should be made)

Click or tap here to enter text.

18. If you have a grievance about your employment you should apply in the first instance to (Name of the person an employee grievance should be raised with, or position held, e.g.: personnel officer)

Click or tap here to enter text.

19. You should make your application by (Explain how grievances are to be raised)

Click or tap here to enter text.

20. a) Subsequent steps in the firm’s disciplinary and grievance procedures are (An explanation of the steps)

Click or tap here to enter text.

Or

20. b) Subsequent steps in the firm’s disciplinary and grievance procedures are set out in (Refer to provisions of some other document which the employee has reasonable opportunities to readi in the course of their employment or which is made reasonably accessible to them in some other way)

Click or tap here to enter text.

**Note:** This template is an example an employer can adapt or develop to meet its needs. However, a Written Statement must include certain details. For more information, see Acas guide Recruiting staff