Statement of particulars under the Employment Rights Act 1996

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Introduction

This statement sets out particulars of your employment which are required to be given to you under the Employment Rights Act 1996.

Start Date of Employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Terms of employment
   1. Job title and place of employment

JOB TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLACE OF EMPLOYMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JOB DESCRIPTION/DUTIES: 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SALARY/PAY:£\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(per week/month)

* 1. Hours of work

Normal hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Monday – Friday)

Probationary period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Termination: Your employment may be terminated by you or by your employer on one week’s notice in writing at any time during or at the end of this period.

* 1. Holidays

1. You are entitled, in addition to the normal public holidays, to take 20 working days as holidays in each holiday year.
2. If your employment commenced or terminates part way through the holiday year, your entitlement to holidays during that year will be assessed on a pro rata basis. Deductions from final salary due to you on termination of employment will be made in respect of any holidays taken in excess of entitlement.
3. Holidays must be taken at times convenient to the employer and at least 2 weeks’ notice sufficient notice of intention to take holiday must be given.
   * + 1. No more than 10 days’ holiday may be taken at any one time unless permission is given by your supervisor**.**
       2. Holiday entitlement unused at the end of the holiday year cannot be carried over into the next holiday year.
       3. You will be entitled to payment in lieu of holidays accrued due but untaken as at the date of termination of employment.
   1. Sickness absence
      * 1. If you are absent from work on account of sickness or injury, you or someone on your behalf should inform your employer of the reason for your absence as soon as possible.
        2. In respect of absence lasting fewer calendar days you need not produce a medical certificate unless you are specifically requested to do so. You must, however, complete a self-certification form immediately you return to work after such absence.
        3. In respect of absence lasting more than 7 calendar days you must (in addition to the provision of a completed self-certification form) on the eighth calendar day of absence provide a medical certificate stating the reason for absence and thereafter provide a like certificate each week to cover any subsequent period of absence.
   2. Notice of termination of employment
      * 1. The length of notice which you are must give to your employer to terminate your employment is **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**
        2. The length of notice which you are entitled to receive from your employer to terminate your employment is two weeks until you have been continuously employed for 2 years and thereafter notice entitlement increases by one week for each year of continuous employment until you have completed 12 years of continuous employment after which time you will be entitled to 12 weeks’ notice.
4. Grievances and discipline
   1. Grievance procedure

If you have a grievance regarding your employment you should in the first instance speak to your employer.

SIGNATURES:

EMPLOYER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMPLOYEE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_