

Statement of Main Terms of Employment

This Statement, dated **(date)**, outlines the main terms of your employment with **Company Name** (the "Company"), located at **Company Address**. Your employment will be governed by these terms, as well as any changes confirmed in writing within one month of their occurrence.

1. Collective Agreements

There are no collective agreements affecting your terms and conditions of employment.

2. Job Title

2.1. Your job title is **(job title)**.

2.2. The Company may require you to perform additional duties or work in different departments as needed, and it is a condition of your employment that you agree to such flexibility.

3. Commencement Date

3.1. Your employment under this contract commences/will be commenced on **(start date)**.

4. Probationary Period

4.1. You will serve a **months** probationary period, during which your performance and suitability will be evaluated. Successful completion will be confirmed in writing, but the Company may extend the probationary period or terminate your employment if your performance is not satisfactory.

4.2. During the probationary period, we reserve the right to limit the application of our full capability and disciplinary procedures.

5. Permission to Work in the UK

5.1. If you have a time-limited right to work in the UK, the Company will conduct follow-up checks either manually or online as required.

5.2. You must keep the Company updated on any current or pending immigration applications or appeals, provide relevant documents, and inform us regularly of your application status.

5.3. The Company may contact the Employer Checking Service regarding your immigration status.

5.4. If you have a pending application or appeal, you may be suspended without pay until you provide evidence of your right to remain in the UK.

6. Place of Work

Your primary place of work is the address above, but you may be required to travel to and work at various locations as needed.

7. Working Abroad

Currently, there is no expectation for you to work outside the United Kingdom.

8. Pay

8.1. Your salary will be £_____ per hour/annum, paid monthly by Bank Transfer, on or around the _____ day of each month.

8.2. The Company reserves the right to deduct any amounts owed to it from your pay, including overpayments, loans, or other repayable items.

8.3. If you are unable to work due to legal conditions or court orders, such periods will be unpaid.

8.4. The Company will comply with National Minimum Wage and National Living Wage regulations.

9. Hours of Work

9.1. Your standard working hours are _____ (working hours per week)

9.2. You may be required to work additional hours when necessary, paid at your normal rate.

9.3. Voluntary overtime is available but must be authorized by Management.

9.4. Authorized additional hours will be paid at your normal rate.

10. Holiday Entitlement

- 10.1. You are entitled to (write days) of holiday per year, including bank holidays.
- 10.2. The holiday year is from (write holiday year of company)
- 10.3. You may/may not need to work on bank and public holidays as part of your normal working week.
- 10.4. Holiday entitlement accrues monthly for new starters.
- 10.5. Holiday pay will be at your normal rate.
- 10.6. Payment for bank and public holidays is conditional on working the days before and after the holiday unless authorized otherwise.
- 10.7. On termination, unused accrued holiday entitlement will be paid, but any excess holiday taken beyond accrued entitlement will be deducted from your final pay.
- 10.8. No payment will be made for accrued holiday entitlement if termination is due to gross misconduct or if the full notice period is not worked.

11. Other Paid Leave Entitlement

11.1. Paid leave includes:

- (a) Maternity, paternity, adoption, and shared parental leave, in line with statutory entitlements.
- (b) Bereavement leave, determined on an individual basis, at the Company's discretion.
- (c) Parental bereavement leave and pay, in line with statutory entitlements.

11.2. These entitlements are subject to change and do not form part of your contract.

12. Company Benefits

12.1. Benefits include:

List the benefits

12.2. These benefits may be amended or withdrawn and are not part of your employment contract.

13. Training Entitlement

13.1. Initial training and ongoing skill development are part of your job. You are expected to participate in the necessary training.

13.2. External training may be supported financially, with repayment terms if you leave the Company before a specified period.

14. Sickness Absence

write sickness policy

15. Sick Pay

Sick pay will be in accordance with the Statutory Sick Pay (SSP) scheme.

16. Pension

16.1. You will be enrolled in the Company's pension scheme, which meets automatic enrolment requirements. You have the right to opt out, but periodic re-enrolment may occur.

17. Notice

17.1. You must give 'no of days' notice if employed for more than one month but less than one year, or 'no of weeks' notice after completing your probationary period.

17.2. The Company must give 'no of days' notice during your probationary period or 'no of weeks' notice after completing your probationary period.

17.3. Notice periods may be waived by mutual agreement.

17.4. The Company may terminate your employment immediately in cases of gross misconduct.

18. Disciplinary Rules and Procedure

List the disciplinary rules and procedures.

19. Appeal Procedure

If dissatisfied with a disciplinary decision, you may appeal to a **department/person contact details**

20. Reinstatement and Re-engagement

If reinstated or re-engaged following a successful appeal against dismissal, any period between dismissal and reinstatement will be considered a suspension without pay, except for any paid notice period. Continuity of employment will be preserved.

21. Grievance Procedure

For grievances relating to your employment, contact the **department/person contact details**

22. Exclusion of Third-Party Rights

This Statement does not create enforceable rights for any person not a party to it.

23. Data Protection

23.1. The Company follows guidelines for processing personal data as per current legislation, which may be updated at our discretion.

Signed by the Employee:

Name (Print):

Date:

Signed on behalf of the Company:

Name (Print):

Date:

