

Employment Contract

1. Party A (Employer)

Name:

residence:

Legal representative (main person in charge):

Contact:

E-mail:

2. Party B (employee)

Name:

Gender:

☒ Female

☐ Male

☐ Prefer not to say

Passport number:

Passport Scan:

Choose Your File:

Residence address:

Current address:

Contact number:

Both parties agree to sign this contract.

3. Job details

Job title:

Brief description of the job

[Note: use either A or B.]

A. A brief description of your work is:

B. Your responsibilities are set out in the job description attached to this statement.

[Optional:] Your job description may be amended by us and, in addition to duties set out in the job description, you may be required to undertake additional or other reasonable duties as necessary to meet the needs of our business.

4. Working hours

Your normal working days and hours are

with a daily [paid or unpaid] lunch break of

[depending on pro rata hours agreed].

5. Holiday entitlement [Note: an employer must give enough information to make sure that entitlements, including accrued holiday pay on termination, can be precisely calculated.]

Your holiday entitlement is .

Variable hours or days of work [optional]

Your [hours of work and/or days of work] may change. [Set out how the employee’s hours of work and/or days of work can vary and how, for example if it’s weekly or monthly].

Both parties agree to determine the contract period according to the first method below.

1. There is a fixed time limit: from year, month and day to year, month and day.
2. No fixed period: starting from year, month and day.
3. The deadline is to complete a certain task: from year, month, day to the completion of the task.
4. The trial period is:

6. Absence and Sick Pay

If you’re absent for work for any reason, you must [inform by telephone] as soon as possible, but no later than .

For absences of 7 days or less, you can self-certify.

[Optional:] On your return to work you must complete and return a self-certification form to your manager. This must be returned before the end of your first day back at work.

For absences of 7 days or more because of sickness or injury, you must get a [doctor's certificate or fit note].

All sickness or injury absences will be added to your employment record.

Sick Pay

[Note: use either or both options.]

- A. You may be entitled to be paid if you’re not able to work due to sickness or injury (‘incapacity’). [Give terms of pay as set out in Statutory Sick Pay guidance or in the organisation’s sick pay terms for employees].
- B. You may be eligible for contractual sick pay. [Give terms of contractual sick pay].

7. Other paid leave

[Note: use A, B and C.]

A. You may be eligible for statutory paid leave, including .

[Note: the employer must state terms and conditions relating to statutory paid leave, including:

- maternity leave
- adoption leave
- paternity leave
- Shared Parental Leave
- time off for dependants
- bereavement leave]

B. You may be eligible for additional paid leave, including .

[Note: the employer must state terms and conditions relating to any additional paid leave, for example:

- compassionate leave
- sabbatical leave
- training and study leave]

[Note: Further information can be found in the respective policies, which are available [give details on where

and how employees can access policies].

8. Notice period

[Note: use A if an employee has different notice periods during and after their probationary period. Use B if the notice periods during and after probation are the same or if there is not a probationary period.]

A. During your probationary period, the notice that you or your employer must give to end your employment is weeks.

After your probationary period, the notice that you must give to end your employment is weeks.

We may end your employment at any time by giving you [specify notice period in weeks] or the statutory notice you're entitled to, whichever is longer.

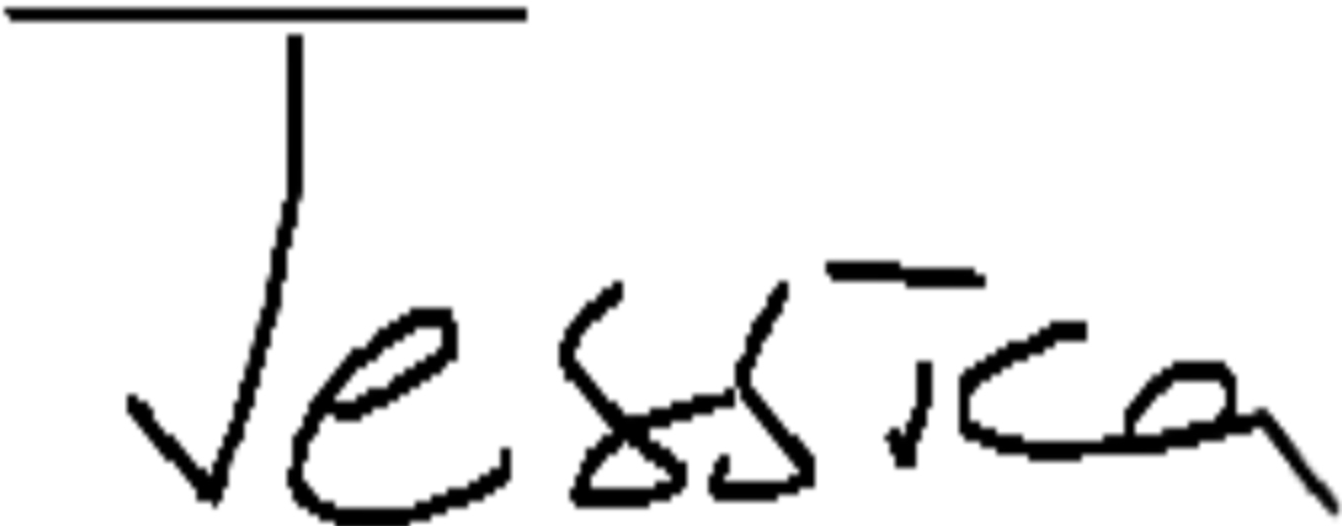
B. The notice you must give to end your employment is weeks.

We may end your employment at any time by giving you weeks or the statutory notice you're entitled to, whichever is longer.

9. Other matters that both parties think need to be agreed upon:

10. Matters not covered in this contract shall be implemented in accordance with current laws and regulations
This contract is in duplicate, with each party holding one copy.

Party A (signature):



[Party B \(signature\):](#)

Signing Date: 2021-01-01

Submit