

# GUIDE TO CONTRACTS OF EMPLOYMENT



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Nationwide Payroll Company is a fully  
accredited BACSTEL-IP bureau  
Established 1994

## THE LAW

It is a requirement of law to issue employees with a contract of employment within two months of commencing employment

## POINTS TO COVER IN CONTRACT

- Name of employer and employee
- Start date
- Place of work
- Hours of work
- Job title
- Job description
- Pay and pay date
- Overtime
- Holiday entitlement
- Sickness entitlement
- Pension (if applicable)
- Discipline and grievance procedures
- Notice requirements on termination of contract (both for employee and employer)

## IMPORTANT POINTS TO CONSIDER

It is important to include all duties and requirements in the employee's job description.

Both parties must sign the contract and each keep a copy for their reference.

The contract of employment is binding on both parties.

Every employee, whether full or part time, is entitled to a minimum of four weeks annual leave per year. Bank holidays should also be covered within the contract, as the regulations provide that Bank Holidays are included on the four weeks' entitlement.

As an employer you are responsible for calculating the correct tax and national insurance based upon the agreed salary, and making the payments of tax and national insurance to the Inland Revenue.

**This guide is not a definite statement of the law but outlines the basic concepts only.**



Further details can be obtained from:

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