

Unit 2 B: An employment contract

Task 3

A new employee has some questions about her employment contract. Complete each question using the correct word from the box below.

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|--------------|---------|------------|-------------|
| ● hours | ● term | ● sick pay | ● salary |
| ● provisions | ● title | ● holiday | ● terminate |

- a What does the _____ of the contract mean?
It means the duration of the contract.
- b What are the _____ of a contract?
They are all of the terms and conditions contained in the contract.
- c What is my job _____?
It is assistant manager.
- d What are my _____ of employment?
Monday to Friday, 9am to 5.30pm.
- e What will my annual _____ be?
£25,000 a year.
- f How many weeks' _____ can I have?
You are entitled to four weeks a year, in addition to public holidays.
- g Am I entitled to _____ when I am ill?
Yes. But you must provide us with a medical certificate.
- h How much notice must I give if I want to _____ the contract?
Four weeks. We use that time to find a new employee who can begin work at the time that you leave us.