CONTRACT OF EMPLOYMENT

Match the parts of the contract to the descriptions. The first one is an example.

Starting date of the employee	***Job title and description***	***Holiday entitlement***	***Address of the workplace***
Sickness entitlement	***Notice periods required from both the employee and the employer***		***Salary***
Grievance and discipline procedures	***Hours of work***		

Names of the contracted parties	*Between: Pizza Palace (the 'employer')* *191 Bingham Road, Thornton Heath, Surrey, CR7 2BZ* *And: Terry Smith (the 'employee')* *12 Smalltown Road, Midshire MRT 5EW*
	Contractual sick pay: the employee will receive their normal salary for a period of 4 weeks, in any 12-month period where a doctor's certificate is produced after 7 consecutive days' sickness. Payments will be less statutory sick pay and any Social Security benefits due to the employee.
	Employment start date: 10 August 2004

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	The employee is entitled to 4 weeks' (20 days') paid holiday per annum, including Bank and Public Holidays. At the end of 5 years' service an extra day's holiday entitlement is given – followed by a further 1-day holiday entitlement for each of the next 4 years' service: bringing maximum holiday entitlement to 5 weeks (25 days). Further details are outlined in the Pizza Palace handbook.
	The employee will work from: 191 Bingham Road, Thornton Heath, Surrey, CR7 2BZ.
	The employee's job title is: Assistant – full time. *The employee's main task is to assist the owner in maintaining a consistent quality of service to customers.*
	The employee's salary is £8528 gross per annum. Payments are weekly (£164 gross) by cheque. If you do not have a bank account you will need to open one.
	The employee's working week will consist of 45 hours, from Monday to Friday and from 9 am to 6 pm. There is a 1-hour lunch break: timing to be agreed with the employer. *From time to time, the employee may be asked to work outside the contracted hours. The normal hourly rate will be paid.*
	The minimum notice periods are as follows: ***Time in employment*** ***Minimum notice*** *Under 1 month* *No notice* *Over 1 month* *1 week* *2 years' service* *1 month* *3 to 12 years' service* *1 week for each year to a maximum of 12 weeks.* *The employee must submit a written copy of their notice to the business's address, as 1 above.* *The employer will send a copy of the notice to the employee's address, as 1 above.* *In the case of the employee being dismissed for gross misconduct, the employer will decide if any notice period will be applied and/or worked.*
	These are outlined in the Pizza Palace handbook and are in line with the current legislation.

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