

CONTRACT OF EMPLOYMENT

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

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

Names of the contracted parties	<i>Between: Pizza Palace (the 'employer')</i> <i>191 Bingham Road, Thornton Heath, Surrey, CR7 2BZ</i> <i>And: Terry Smith (the 'employee')</i> <i>12 Smaltown Road, Midshire MRT 5EW</i>
	<i>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.</i>
	<i>Employment start date: 10 August 2004</i>

	<p>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.</p>										
	<p>The employee will work from: 191 Bingham Road, Thornton Heath, Surrey, CR7 2BZ.</p>										
	<p>The employee's job title is: Assistant – full time.</p> <p>The employee's main task is to assist the owner in maintaining a consistent quality of service to customers.</p>										
	<p>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.</p>										
	<p>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.</p> <p>From time to time, the employee may be asked to work outside the contracted hours. The normal hourly rate will be paid.</p>										
	<p>The minimum notice periods are as follows:</p> <table> <thead> <tr> <th>Time in employment</th><th>Minimum notice</th></tr> </thead> <tbody> <tr> <td>Under 1 month</td><td>No notice</td></tr> <tr> <td>Over 1 month</td><td>1 week</td></tr> <tr> <td>2 years' service</td><td>1 month</td></tr> <tr> <td>3 to 12 years' service</td><td>1 week for each year to a maximum of 12 weeks.</td></tr> </tbody> </table> <p>The employee must submit a written copy of their notice to the business's address, as 1 above.</p> <p>The employer will send a copy of the notice to the employee's address, as 1 above.</p> <p>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.</p>	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.
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	<p>These are outlined in the Pizza Palace handbook and are in line with the current legislation.</p>										

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