

Contract of employment

MATCH THE PARTS OF THE CONTRACT ON THE RIGHT TO THE DESCRIPTION OF THE LEFT

THE FIRST ONE IS AN EXAMPLE.

windows 7 image

[COMPANY NAME] | [COMPANY ADDRESS]

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
	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: <table> <tr> <th>Time in employment</th><th>Minimum notice</th></tr> <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> </table> 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.	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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	These are outlined in the Pizza Palace handbook and are in line with the current legislation.										