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.

• **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.

LIVEWORKSHEETS