

Handout 9 – Example Temporary Contract of Employment



This statement is issued on *[insert date]* in accordance with the Employment Rights Act 1996.

Name and Address of Employer

[insert details]

Job Title

[insert details]

Duration of Employment

Your employment is expected to last for a period of *[insert number]* weeks commencing on *[insert date]* and expiring on *[insert date]*. Previous employment does not count as part of your continuous period of employment, which is considered to be temporary.

Particulars of Employment

Section A

Hours of Work

Your normal hours of work are *[insert time]* to *[insert time]* on *[insert day(s)]*. You are required to work additional hours as authorised and as necessitated by the needs of the business.

Remuneration

Your wage will be *[insert amount]* per hour payable weekly in arrears by *[insert payment method]* as detailed on your pay statement.

Place of Work

You will normally be based at *[insert location]*. You will not be required to work outside the UK.

Section B

Annual Holidays

You are entitled to accrued paid holidays, equivalent to four weeks paid leave in a complete holiday year. You will accrue your holidays at one-twelfth of your annual holiday entitlement. This is the entitlement for full-time employees; part-time employees will accrue a pro-rata rate entitlement.

For other terms and conditions applying to annual holidays, holiday pay and procedures, please refer to the Employee Handbook.

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Holiday Pay

Your holiday pay is calculated using your basic weekly rate of pay.

Public/Bank Holidays

The company recognises the following days as public/bank holidays:

- New Year's Day
- Good Friday
- Easter Monday
- First Monday in May
- Last Monday in May
- Last Monday in August
- Christmas Day
- Boxing Day

Should any of these days fall during your employment with us and you are normally contracted to work on that day but are not required, you will be paid as normal. If you are required to work on one of the above days, you will be paid at your normal basic rate for all hours worked.

Company/Statutory Sick Pay

Entitlement to payment for absence due to sickness or injury will be according to the terms and conditions stated in the Employee Handbook. Your entitlement to statutory sick pay will be governed by eligibility in accordance with current regulations.

Notice of Termination

This contract is terminable with one week's notice by either party.

Section C

Disciplinary Rules and Procedures

The disciplinary rules and general notices that apply to your employment are shown in the Employee Handbook to which you should refer.

Disciplinary Appeals Procedures

The disciplinary rules and procedures, which form part of the contract of employment, incorporate the right to appeal in the event of any disciplinary action taken against you. If you wish to appeal you should apply to the [*insert role, eg Chief Officer*] within five working days of the decision about which you are complaining. Further information can be found in the Employee Handbook.

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Grievance Procedure

It is important that, if you feel dissatisfied with any matter relating to your work, you should have an immediate means of resolving the grievance. If you feel dissatisfied with any matter during the course of your employment, you should raise the grievance with the line manager. Further information can be found in the Employee Handbook.

Collective Agreements

There are no collective agreements affecting your terms and conditions of employment.

You will be notified of any changes or amendments to this statement within one month of the changes being made.

For and on behalf of the employer:

I acknowledge receipt of this statement:

Signature:

..... (Employee)

Date:

Date:.....