Employment Contract UK

Governed by the Employment Rights Act 1996, Working Time Regulations 1998,
National Minimum Wage Act 1998, and the UK GDPR / Data Protection Act 2018

This Agreement is made on ______________________________

between:

______________________ ("the Company") with address at ______________________

______________________ ("you") with address at ______________________

Important Note: This contract works alongside company policies and/or the Employee Handbook, which cover details such as holidays, sickness, and bonuses. These are separate documents.

This agreement outlines the terms of your employment with the Company.

Company policies

______________________ and/or the Employee Handbook contain information about your job, but they are not considered part of this contract unless mentioned here. You will receive a copy of these policies, which the Company may update from time to time.

Start date

Your employment with the Company starts ______________________
Your continuous employment starts on the same date (previous employment does not count).

Probationary period (Optional)

The first ____________ of your employment are considered probationary. The Company may extend this period if needed to properly assess your performance. During the probationary period, either party may terminate employment with one week's written notice.

Job Title and duties

Your job title is ______________________
Your job description and duties are included in this Agreement.

The Company may ask you to perform other tasks as reasonably required for business purposes.

Work location

Your primary workplace will be ______________________
or the Company's main office, or another location within a reasonable area as determined by the Company. You may be required to travel within the UK and abroad for work.

Salary

Your annual salary is £____________ . You will be paid in equal ____________
instalments, in arrears, on or before the ______________________ by direct deposit to your bank account.

Overtime

☐ Option 1: No Overtime Pay — You will not receive additional pay for working overtime.

☐ Option 2: Overtime Pay — Overtime with prior Company approval will be paid at the current agreed overtime rate.

Performance reviews (Optional)

The Company will review your performance annually. Performance reviews are entirely at the Company's discretion, and the frequency may vary. Positive reviews may inform pay increases, but do not guarantee them.

Pension & retirement

☐ Option 1: Joining a Pension Scheme

After ________________ of service (and meeting other eligibility requirements), you may join the Company's pension scheme. Details are available from ____

☐ Option 2: No Pension Scheme — The Company does not offer a pension scheme for this employment.

☐ Option 3: Statutory Pension Compliance — The Company will comply with employer pension auto-enrolment duties as required by the Pensions Act 2008.

☐ Option 4: Specific Pension Scheme — You will become a member of the

____________________________________ Pension Scheme (or another scheme chosen by the Company). Details are available from ____

☐ Option 5: No Mandatory Retirement Age — There is no mandatory retirement age. If you plan to retire, please notify the Company in accordance with your contractual notice period.

Work hours

Your usual work hours are __________________________ Monday to Friday with a lunch break of at least Lunch break duration: ________ between ___________ and ______________________________________
These hours may change to meet business needs. You may also be required to work additional hours to fulfil your job duties. The exact duration of any such additional hours will not be predetermined.

Holidays

The Company's holiday year runs from __________________ to __________________
Full-time employees receive ______ paid days' holiday per year, including public and bank holidays (as explained in the Public & bank holidays section below). Part-time employees receive a pro-rated amount of holiday entitlement.

Public & bank holidays

The Company requires you to use some of your holiday entitlement (up to 8 days per year) for public and bank holidays that fall on your normal working days. Employees who work on public and bank holidays will not be required to use additional holiday entitlement for those days (subject to any separate arrangements agreed in writing).

Taking holidays

Holidays may only be taken at times convenient to the Company and in accordance with the

____

Holiday payout on termination

When your employment ends, you will be paid for any accrued but unused holiday at a rate of 1/260th of your ________________________ salary for each untaken day.

Further details

There are no terms applying to this Agreement which relate to the following:

- The period for which the employment is intended to continue or the date when it is to end;
- Any collective agreements which directly affect the terms and conditions of employment;
- Work outside the United Kingdom.

IN WITNESS WHEREOF, the parties have signed this Agreement on the date stated above.

Signed for and on behalf of the Company:

Name: ___________________________________ Date (DD/MM/YYYY): ___________________________

Signature: _______________________________________

Signed by the Employee:

Name: ___________________________________ Date (DD/MM/YYYY): ___________________________

Signature: _______________________________________