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STATEMENT OF TERMS OF EMPLOYMENT

Particulars required to be provided

NOTES:

- The first statement must be given to the employee no later than two months after the beginning of employment (but if the employee is to work outside the UK, they must be given the statement before they leave the UK to start work)
- The items marked "S" in the fifth column must be included on a single document.
- A note of any change to particulars must be provided - but you don't have to provide a complete new statement any time there is a change
- The particulars given on any statement or update must be accurate as at a date specified on the statement, and the statement or update must be given to the employee within 7 days of that date.

Failure to provide particulars, or to update them when they change, can lead to compensation being awarded, of between 2 and 4 weeks' pay (the 'statutory maximum' applying) [EA 2002 s 38]

ERA 96	Requirement	Comment	S	
1/4	date of statement	must be not more than 7 days before statement is given	S	
1/3/a	name of employer		S	
1/4/h	address of employer			
1/3/a	name of employee		S	
1/4/f	employee's job title, or brief description of work		S	
1/3/b	date employment began		S	
1/3/c	date on which employee's period of continuous employment began (taking into account previous 'counting' employment)	include the name of the former employer	S	-
1/4/g	where employment not intended to be permanent, the period for which it is expected to continue, or if a fixed term, the date on which the contract is due to end.			

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Statement of Terms of Employment

This document contains brief general guidance on complex topics. Take specialist advice on particular situations before action.

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ERA 96	Requirement	Comment	S	
1/4/h	employee's place of work		S	
1/4/k	where employee required to work outside UK for more than one month: - period to be worked outside UK - currency in which pay will be made - any additional pay or benefits applying by reason of working outside UK - any terms relating to return to UK			
1/4/c	any terms and conditions relating to hours of work (including normal working hours)		S	
1/4/a	Scale or rate of remuneration, or method of calculating remuneration	include overtime pay, bonus schemes etc	S	-
1/4/b	Intervals at which remuneration is paid (eg, weekly, monthly, etc).		S	
1/4/d/i	terms and conditions relating to holidays, (including public holidays) and holiday pay [sufficient detail to enable precise calculation of entitlement, and of holiday pay on leaving]		S	
1/4/d/ii	terms and conditions relating to sick leave, absence through injury and sick pay	[Note: can cross-refer to another accessible document]		
1/4/d/iii	terms and conditions relating to pensions and pension schemes.	[Note: can cross-refer to another accessible document]		
3/5	whether a contracting-out certificate, issued under the Pension Schemes Act 1993, is in force for the employee's employment		S	
1/4/e	Length of notice that the employee is obliged to give and entitled to receive to terminate the contract	[Note: can cross-refer to statute]		

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ERA 96	Requirement	Comment	S
1/4/j	any collective agreements which directly affect the terms and conditions of employment (including, where the employer is not a party, the persons by whom they were made)		
3/1/a	disciplinary rules applicable to the employee	[Note: can cross-refer to another accessible document]	S
3/1/aa	disciplinary/dismissal procedures	[Note: can cross-refer to another accessible document]	
3/1/b/i	specify person to whom employee can appeal against disciplinary/dismissal decision, and how to raise appeal		S
3/1/b/ii	specify person with whom the employee should raise any grievance, and the grievance procedure		S

Irenicon Limited offer an initial 20 minutes free advice - telephone 08452 303050 for your free 20 minute call with one of our consultants.

[Check if we have featured this in a back copy of one of our newsletters](#)

All advice is given subject to our [terms of trade](#)

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