

Worksheet 1.15a: What should an employment contract include?

Read the details below of ten things that should be included in an employment contract.

1. How much **notice** the employer and employee must give if they want to end the contract.

2. How much (and when) the employee is **paid**.

3. **Working hours** (including information about working nights and overtime).

4. To whom the employee should address any **formal complaints**.

5. **Where** the employee will work (in the Aberdeen office, at home, etc.).

6. **Pension** information.

7. **Start date** (and end date if it's a temporary contract).

8. Employer and employee **names**.

9. How many days **holiday** the employee will get.

10. Where to find information about **sick pay**.