**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**.

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