

SAMPLE Statement of Terms of  
Employment

**Job Title** \_\_\_\_\_

This statement is between \_\_\_\_\_ (Employer) and

----- (Employee)

Start date \_\_\_\_\_ Finish date (If applicable) \_\_\_\_\_

**a.** Pay rate (e.g., daily/hourly) including overtime rates, shift pay and any other pecuniary benefits (e.g., free lunch),

\_\_\_\_\_  
\_\_\_\_\_

**b.** Intervals at which remuneration is paid (e.g., weekly, monthly or by some other period),

\_\_\_\_\_  
**c.** Any terms and conditions relating to hours of work, including any terms and conditions relating to normal working hours (e.g., 8 hours/day 8.00am - 5.00pm with 1 hour off for lunch) Monday to Friday,

\_\_\_\_\_  
\_\_\_\_\_

**d.** Any terms and conditions relating to entitlement to holidays, including public holidays, and holiday pay (the particulars given being sufficient to enable the employee's entitlement, including any entitlement to accrued holiday pay on the termination of employment, to be precisely calculated),

\_\_\_\_\_  
\_\_\_\_\_

**e.** Any terms and conditions relating to incapacity for work due to sickness or injury, including any provision for sick pay,

\_\_\_\_\_  
\_\_\_\_\_

**f.** Any terms and conditions relating to pensions and pension schemes,

\_\_\_\_\_  
\_\_\_\_\_

**g.** Any terms and conditions relating to maternity pay, maternity leave and the employee's right to return to that job after confinement.

\_\_\_\_\_  
\_\_\_\_\_