###### **Triratna sample Contract of Employment**

###### All fields highlighted yellow to be completed as appropriate.

**Personal Details:**

Full Legal Name: \_\_\_\_\_\_\_\_\_\_

Usual name: \_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_

Date of birth: \_\_\_\_\_\_\_\_\_\_ National Insurance No: \_\_\_\_\_\_\_\_\_\_

1. **Commencement of Employment and Continuous Employment**

Your employment with this company is subject at all times to your continued entitlement to work in the UK. You must inform us immediately of any change in the basis of your entitlement to work in the UK.

This agreement with the company begins on: \_\_\_\_\_\_\_\_\_\_

Your continuous employment date is: \_\_\_\_\_\_\_\_\_\_

**2. Job Title:** \_\_\_\_\_\_\_\_\_\_

You may be asked to do other reasonable tasks, as required.

**3. Job Location:** \_\_\_\_\_\_\_\_\_\_

# Occasionally you may be asked, with your consent, to work temporarily in another location, either inside or outside the UK.

**4. Financial Support:**

Your support will be £ XXX paid into your bank account each month.

**5. Hours of work:**

Your hours of work are XXX per week

Your normal working week will be from Monday to Friday. Bank holidays are normally worked, but you can request days off on Bank Holidays.

**6. Trial period:**

There is a trial period of six months. During your trial period you will be entitled to two weeks notice of termination of employment and are required to give us two weeks’ notification of your intention to leave. If, at the end of the trial period, conduct and performance have been satisfactory, employment will be confirmed.

Your trial period is due to end on: \_\_\_\_\_\_\_\_\_\_\_

**7. Annual Leave:**

\* You are entitled to thirty days supported leave per full year of employment. If you work for less than a year, you are entitled to supported leave on a *pro rata* basis.

\* Christmas Day is in addition to your 30 days supported leave i.e. it is not supported leave.

### \* Bank Holiday entitlement is included in your 30 days annual leave per year (pro rata), averaged over the year. You may ask to take the Bank Holiday off in the same way that you request other leave. If that is agreed, you will have taken one of your 30 days annual leave and your annual leave balance will reduce. If you work the Bank Holiday your annual leave balance will stay the same.

### \* The timing of leave should be agreed in advance with your manager. You must give notice of twice the leave period you are applying for (e.g. if you are asking for one week’s leave, you need to give at least two weeks notice.) Your manager will take your needs into account but under certain business circumstances we reserve the right to refuse individual requests.

### \* Your Annual Leave year runs from January to January. You should take your accrued leave for the year within this period. Any accrued leave not taken by the end of the annual leave year will automatically be carried over into the next annual leave year, but has to be taken by the end of March, at which time it will lapse.

**8. Absence, sickness and sick pay:**

\* If for any reason you cannot come to work, you should telephone as soon as possible, but no later than one hour after the start time of your work. You should speak in person to your manager, stating the reason for your absence and your likely time of return.

**\*** In the event of sickness we will pay up to six weeks on full occupational sick pay after two years full-time work. We will also provide statutory sick pay as required by law, and will also offer reasonable help and advice for you to apply for incapacity benefit in the case of long-term (over 6 months) inability to work.

**9. Maternity Leave and Pay:**

Please ask the Centre Director for our maternity leave and pay policy.

**10. Pension scheme:**

The Company does not operate a pension scheme.

**11. Length of agreement:**

*Delete A or B as necessary:*

**A:** Your support agreement is permanent, subject to notice and to general rights under the law.

**OR**

**B:** Your support agreement is for a fixed termand expires on: \_\_\_\_\_\_\_\_\_\_\_\_\_

**11. Notice:**

*\** After the trial period, the company and you will both be required to give two week’s notice, (or, from the company, payment in lieu of notice), up to the end of the second year of employment.

\* From the beginning of your third year of employment, the company and you will both be required to give one additional week’s notice for each further year of continuous employment, up to a maximum of twelve weeks’ notice.

**12. Company Rules, Disciplinary Procedure, and Grievance Procedure:**

If you are having difficulties in your employment, which you have not been able to resolve through discussion with your team, please approach:

If you want to appeal against their decision or approach to your difficulties, then please approach

a member of the Centre Council

**14. Trade Union Representation:**

There are no collective agreements with Trade Unions that affect the terms and conditions of your employment.

**15. Signatures:**

Signed: \_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_

Signed by

Personnel: \_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_