

CHECKLIST: WRITTEN STATEMENT OF EMPLOYMENT PARTICULARS

(Please note that this checklist does not include the full provisions of the Employment Rights Act 1996. For a more detailed explanation of what must be included in the written statement, please contact our specialist team at Lennons.)

TERMS THAT MUST BE PROVIDED ON DAY ONE IN THE WRITTEN STATEMENT OF PARTICULARS	TERMS THAT MUST BE PROVIDED ON DAY ONE BUT CAN REFER THE WORKER / EMPLOYEE TO A SEPARATE DOCUMENT (SUCH AS A STAFF HANDBOOK) OR TO THE LAW	TERMS THAT MUST BE GIVEN NO LATER THAN 2 MONTHS AFTER THE BEGINNING OF EMPLOYMENT AND MAY BE GIVEN IN INSTALMENTS
Name of employer and employee / worker	Terms relating to incapacity for work due to sickness or injury, including any provision for sick pay	Pensions and pension schemes (can also refer to a separate document)
Date when employment began and date the employee's period of continuous employment began	Any other paid leave such as maternity leave and adoption leave	Any training entitlement provided by the employer (can also refer to a separate document)
Working hours, including the days the employee or worker must work and if and how their hours or days may change	The length of notice each party must give when employment ends (*reference to the relevant law is adequate unless the employer plans on giving <i>contractual notice</i> , as is usually the case, in which case the details must be included in the <u>written statement on day one</u>)	A note giving certain information about disciplinary and grievance procedures such as any disciplinary rules applicable
Pay, including how often and when		Details of any collective agreements
Holiday and holiday pay, including an explanation of how it is calculated if the employee or worker leaves		
Job title or a brief description of the work		
Employer's address and the places / addresses where the employee or worker will work		
Any other benefits, including non-contractual benefits (e.g. childcare vouchers)		
The length of notice each party must give when employment ends *		
Period employment is expected to continue (<i>if temporary</i>) or date when it ends (<i>fixed term</i>)		
Any probationary period including its conditions and how long it is		
If the employee will work abroad, and any terms that apply		
Mandatory training, including training the employer does not pay for		
A person to refer any appeal if dissatisfied with a disciplinary or dismissal decision and a person to apply to in order to seek redress of any grievance		

Employment Law Team

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