



Checklist to ensure compliance with s1 statement of terms and conditions of employment

The statement shall contain particulars of –

- (a) The names of the employer and employee,
- (b) The date when the employment began, and
- (c) The date on which the employee's period of continuous employment began (taking into account any employment with a previous employer which counts towards that period).

The statement shall also contain particulars, as at a specified date not more than seven days before the statement (or the installment containing them) is given, of –

- (a) the scale or rate of remuneration or the method of calculating remuneration.
- (b) The intervals at which remuneration is paid (that is, weekly, monthly or other specified intervals),
- (c) Any terms and condition relating to hours of work (including any terms and conditions relating to normal working hours),
- (d) Any terms and conditions relating to any of the following –
 - (i) 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 accrued holiday pay on the termination of employment, to be precisely calculated),
 - (ii) Incapacity for work due to sickness or injury, including any provision of sick pay, and
 - (iii) Pensions and pension schemes,
- (e) the length of notice which the employee is obliged to give and entitled to receive to terminate his contract of employment,
- (f) the title of the job which the employee is employed to do or a brief description of the work for which he is employed,
- (g) where the employment is not intended to be permanent, the period for which it is expected to continue or, if it is for a fixed term, the date when it is to end,

- (h) either the place of work or, where the employee is required or permitted to work at various places, an indication of that and of the address of the employer,
- (j) any collective agreements which directly affect the terms and conditions of the employment including, where the employer is not a party, the persons by whom they were made, and
- (k) where the employee is required to work outside the United Kingdom for a period of more than one month –
 - (i) the period of which he is to work outside the United Kingdom,
 - (ii) The currency in which remuneration is to be paid while he is working outside the United Kingdom,
 - (iii) Any addition remuneration payable to him, and any benefits to be provided to or in respect of him, by reason of his being required to work outside the United Kingdom, and
 - (iv) Any terms and conditions relating to his return to the United Kingdom.

The Statement shall also include a Statement specifying any Disciplinary Rules or Grievance Rules applicable to the Employee, or where these can be found, for example in the Company Handbook.