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# STATEMENT OF MAIN TERMS OF EMPLOYMENT FOR APPRENTICE

Company Name.....

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Your employment began on:

No previous employment counts as part of your period of continuous employment.

**JOB TITLE:** Apprentice

The company may amend your duties from time to time, and in addition, you may be required to undertake additional duties as necessary to meet the needs of the business.

## PLACE OF WORK

You will normally be required to work at-----.

## PROBATIONARY PERIOD

In accordance with standard practice the first six months of your employment with us will be regarded as a **probationary period**

## HOURS OF WORK

Your normal hours of work are 35 per week from Monday to Friday between 9am and 5pm with a 60 minute paid break each day, to be taken at a mutually convenient time in accordance with the needs of the business. You may occasionally be required to work additional hours over and above your normal weekly hours, when authorised and as required by the needs of the business. You do not qualify for overtime payments.

## REMUNERATION

Your rate of pay is currently £XX per hour payable **weekly in arrears** by credit transfer as detailed on your pay statement.

## COLLECTIVE AGREEMENTS

No collective agreements directly affect your terms and conditions of employment.

## ANNUAL HOLIDAYS

Your holiday year begins on 1<sup>st</sup> January and ends on 31<sup>st</sup> December each year.

You will receive a paid holiday entitlement of 5.6 working weeks (28 days inclusive of the 8 Public/Bank holidays as listed below). For part years of service your entitlement will be calculated as 1/12th of the annual entitlement for each completed month of service during that holiday year.

## HOLIDAY PAY

Holiday pay is calculated using your normal contracted weekly hours as specified above. If, however you do not work a basic week of fixed or regular hours and/or days of work, calculation of a 'weeks holiday pay' will be based on an average of your earnings during the 12 weeks actually worked in the period immediately leading up to the commencement date of your holiday.

## PUBLIC/BANK HOLIDAYS

The following public/bank holidays each year are:-

New Year's Day

The last Monday in May

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Good Friday  
Easter Monday  
The first Monday in May

The last Monday in August  
Christmas Day  
Boxing Day

#### **PAYMENT ON PUBLIC/BANK HOLIDAY**

We recognise the above Public/Bank holiday or substitute days as part of the statutory paid annual entitlement we provide. However, the above days only count against statutory paid holiday entitlement when you are normally contracted or scheduled to work on one or more of them. Where a Public/Bank holiday falls on such a working day, it is automatically offset against your holiday entitlement.

When one of the above days is taken as a holiday you will receive payment at your normal basic rate of pay.

You may be occasionally required to work on more or one of the above Public/Bank holidays. Where a public/Bank holiday is worked, you will receive your normal basic rate of pay and an alternative day of holiday will be scheduled.

If you are scheduled to work on one or more of the above days and fail to attend for work due to sickness or injury, the absence will be treated in accordance with our sickness/injury absence procedures.

#### **SICKNESS PAY AND CONDITIONS**

There is no contractual sickness/injury payments scheme in addition to **SSP**.

#### **NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYER**

1 week

#### **NOTICE OF TERMINATION TO BE GIVEN BY EMPLOYEE**

1 week

..... (Date)  
For and on behalf of the Employer

I acknowledge receipt of this statement and agree that, for the purpose of the Working Time Regulations, any applicable entitlements and provisions constitute a Relevant Agreement.

I acknowledge that personal data about me will be retained by the company and/or its third part representatives in a manual or computerised form, and in acknowledging this, I give my permission for such data to be processed in a fair and lawful manner in accordance with the Data Protection Act 1998.

..... (Employee) ..... (Date)

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