

**PRINCIPAL STATEMENT OF TERMS AND CONDITIONS OF EMPLOYMENT**

This statement is issued by **LIFE EDUCATION CENTRES, COUNTY HOUSE, 14 HATTON GARDEN, LONDON, EC1N 8AT** in accordance with the Employment Rights Act 1996. It sets out your terms and conditions and forms part of your Contract of Employment. You will be notified in writing within one month of any change.

**NAME:**

**JOB TITLE:**

**Your employment with us began on:**

**Your continuous employment began on:**

**PLACE OF WORK**

Your normal place of work is as above.

**REMUNERATION**

Your salary will be as detailed on your pay statement. It will be paid at monthly intervals in arrears by \*cheque/credit transfer. Your current basic salary is £..... pa/pw/pm.

**HOURS OF WORK**

Your normal hours of work are from 10.00 am to 6.00 pm with 1 hour for lunch. You may be required to work additional hours as necessary.

**HOLIDAYS**

You are entitled to 20 working days' holiday entitlement plus 8 Bank/Public holidays. Our holiday year runs from 1st January to 31st December and your entitlement in any year is based on 1/12 of your entitlement for each completed month of employment. Full Holiday procedures are contained in the Employee Handbook and are part of your Contract of Employment. Holidays are not to be taken during the first 3 months of employment.

**NOTICE OF TERMINATION**

Notice to be given by Employer

Notice to be given by Employee

Under 6 months of service - 1 month  
6 months of service or more - 3 months

Under 6 months of service - 1 month  
6 months of service or more - 3 months

**DISCIPLINARY, DISMISSAL, APPEALS AND GRIEVANCE PROCEDURES**

If you are dissatisfied with any disciplinary decision apply to the National Director.  
If you have any grievance relating to your employment apply to the National Director.  
Full details of the appeals and grievance procedures are contained in the Employee Handbook and are part of your Contract of Employment.

**PENSION ARRANGEMENTS**

\*You will have the option of a Stakeholder pension. There is no contracting out certificate in respect of employment to which this statement refers. There is a \*contributory/non contributory group personal pension plan/\*there is no occupational pension scheme, however, the Company may contribute towards a private pension plan under the terms and conditions appertaining at the time, and no contracting out certificate is in force in respect of employment to which this statement refers. Eligibility to join the scheme commences upon reaching 30 years of age and after 1 year's continuous service.

\* You will have the option of a Stakeholder pension. There is no contracting out certificate in respect of employment to which this statement refers.

**OTHER TERMS AND CONDITIONS**

You are referred to the Employee Handbook, the contents of which taken together with these provisions form part of your Contract of Employment.

**\*Delete as applicable**

For and on behalf of the Employer

DATE

I acknowledge receipt of this statement

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(Employee)

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**NAME:**

**JOB TITLE:**

**Your employment with us began on:**  
**and will last approximately..... \*weeks/months.**

**Your continuous employment began on:**

**PLACE OF WORK**

Your normal place of work is your current Home address at

**REMUNERATION**

Your salary will be as detailed on your pay statement. It will be paid at monthly intervals in arrears by credit transfer. Your current basic salary is £..... pa/pw/pm.

**HOURS OF WORK**

Your normal hours of work are 35 hours per week, worked flexibly as the post demands. You are required to work additional hours as necessary.

**HOLIDAYS**

You are entitled to 20 working days' holiday entitlement pro rata plus 8 Bank/Public holidays pro rata. Our holiday year runs from 1st January to 31st December and your entitlement in any year is based on 1/12 of your entitlement for each completed month of employment. Full Holiday procedures are contained in the Employee Handbook and are part of your Contract of Employment.

**NOTICE OF TERMINATION**

Notice to be given by Employer

Notice to be given by Employee

Under 1 month of service - nil  
1 month of service but less than 5 years - 1 month  
5 years of service or more - 1 week for each completed year  
of service to a maximum of 12 weeks after 12 years

Under 1 month of service - nil  
1 month of service or more - 1 month

**DISCIPLINARY, DISMISSAL, APPEALS AND GRIEVANCE PROCEDURES**

If you are dissatisfied with any disciplinary decision apply to the National Director.  
If you have any grievance relating to your employment apply to the National Director.  
Full details of the appeals and grievance procedures are contained in the Employee Handbook and are part of your Contract of Employment.

**PENSION ARRANGEMENTS**

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**SPECIAL CONDITIONS**

The appointment will be subject to the continuation of sufficient funding.

**OTHER TERMS AND CONDITIONS**

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**Your continuous employment began on:**

**PLACE OF WORK**

Your normal place of work is as above.

**REMUNERATION**

Your salary will be as detailed on your pay statement. It will be paid at monthly intervals in arrears by \*cheque/credit transfer. Your current basic salary is £..... pa/pw/pm.

**HOURS OF WORK**

Your normal hours of work are from 9.00 am to 5.00 pm with 1 hour for lunch. You may be required to work additional hours as necessary.

**HOLIDAYS**

You are entitled to 20 working days' holiday entitlement plus 8 Bank/Public holidays. Our holiday year runs from 1st January to 31st December and your entitlement in any year is based on 1/12 of your entitlement for each completed month of employment. Full Holiday procedures are contained in the Employee Handbook and are part of your Contract of Employment. Holidays are not to be taken during the first 3 months of employment.

**NOTICE OF TERMINATION**

Notice to be given by Employer

Notice to be given by Employee

Under 1 month of service - nil  
 1 month of service but less than 5 years - 4 weeks  
 5 years of service or more - 1 week for each completed year of service to a maximum of 12 weeks after 12 years

Under 1 month of service - nil  
 1 month of service or more - 4 weeks

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**HOURS OF WORK**

Your normal hours of work are from ..... am to ..... pm, to ..... with 1 hour for lunch. You may be required to work additional hours as necessary.

**HOLIDAYS**

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