

What must be included

By law, there are a number of things that must be included in a 'written statement of employment particulars'.

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Terms that must be included in the principal statement

Employers must provide a 'principal statement' on or before the first day of work. This is the main written statement document.

The following must all be included in the principal statement:

- the employer's name
- the employee or worker's name
- the start date (the day the employee or worker starts work)
- the date that 'continuous employment' (working for the same employer without a significant break) started for an employee
- job title or a brief description of the job
- the employer's address
- the places or addresses where the employee or worker will work
- pay, including how often and when (for example, £1,000 per month, paid on the last Friday of the calendar month)
- working hours, including which days the employee or worker must work and if and how their hours or days can change
- holiday and holiday pay, including an explanation of how its calculated if the employee or worker leaves
- the amount of sick leave and pay (if this information is not included in the document, the employer must state where to find it)
- any other paid leave (if this information is not included in the document, the employer must state where to find it)
- any contractual benefits – these are benefits the employer must provide
- any non-contractual benefits – these are benefits the employer may provide but can choose not to
- the notice period either side must give when employment ends
- how long the job is expected to last (if it's temporary or fixed term)
- any probation period, including its conditions and how long it is
- if the employee will work abroad, and any terms that apply
- training that must be completed by the employee or worker, including training the employer does not pay for

Terms that can be provided in instalments

Employers can provide some terms in 'instalments' after the first day of work. They must provide these terms no later than 2 months after the start of the employment.

The terms that can be given in instalments are:

- pension arrangements (if this information is not included in the document, the employer must state where the employee can find it)
- any 'collective agreements' (terms and conditions that apply to other employees too)

- details of any training provided by the employer that is not compulsory (if this information is not included in the document, the employer must state where to find it)
- disciplinary rules and [disciplinary and grievance procedures](#)

If the written statement refers to other documents or steps

It's important for an employer to state:

- what they are
- where to find them

What else should be in writing

As well as providing a 'written statement of employment particulars', the employer should put the following in writing:

- the [job offer](#)
- how the employee will be paid (for example, pay will go straight into the employee's bank account)
- the standards of behaviour expected from employees and what happens if these are not met (for example, the employer will report any thefts to the police)

This makes sure that everyone's rights and responsibilities are clear.

Training for employers and managers

Acas provides:

- [training on employment contracts](#), including what to put in writing
- [free e-learning on employment contracts and written statements](#)