

Employment Contract

This document is a contract between the **person who receives care/support** (the employer) and the **person who provides the care/support** (the employee or personal assistant)

It sets out the conditions by which support will be provided by setting out the hours of work, pay, holidays and how things are resolved if problems arise.

This contract is explained in the **employment contract handbook**, which provides all the details about working conditions that the employee must read, sign, understand and apply in the course of their work.

This contract is between the employer: _____

And the employee: _____

The job title is: Personal Assistant

Date employment started: _____

Normal place of work: The employers home

Hours of work: ____hrs/week. *Note: The employer reserves the right to vary working hours in agreement with the employee*

Pay: Weekday £____/hr Weekend £____/hr

Holiday Pay: Statutory holiday of 28 days or 5.6 weeks per year

Some Bank Holidays are paid (See handbook)

Sickness: Employees are entitled to Statutory Sick Pay

Pension: Pension provision will be guided by statutory Auto Enrolment requirements

Disclosure & Barring Employees must provide or submit to a DBS check if required by their employer

Dispute Resolution Any difficulties arising between the employee and the employer will be resolved with the support of Phoenix & in accordance with the disciplinary & grievance guidance in the handbook

As the employer I agree to this contract

Signature.....Print Name.....

Date.....

As the employee I agree to this contract

Signature.....Print Name.....

Date.....