

CHAPTER #	CHAPTER TOPIC	SUB-CHAPTER #		UPDATE DATE
1	Introduction	1.1	Introduction	30/4/14
		1.2	What is a "good employer"?	30/4/14
		1.3	Glossary	30/4/14
2	Making a contract	2.1	Employment contracts overview	30/4/14
		2.2	Factsheet: Introductory contract provisions	30/4/14
		2.3	Factsheet: Contract provisions on hours of work & overtime	30/4/14
		2.4	Factsheet: Contract provisions on remuneration	30/4/14
		2.5	Factsheet: Contract provisions on leave	30/4/14
		2.6	Factsheet: Contract provisions on termination	30/4/14
		2.TOOL.1	<i>Proposed parts of an employment contract</i>	30/4/14
		2.TOOL.2	<i>Example contract of employment for part time employees</i>	30/4/14
		2.TOOL.3	<i>Example fixed term contract for full time employees</i>	30/4/14
3	Hours of work	3.1	Hours of work overview	30/4/14
		3.2	Factsheet: Hours of work	30/4/14
		3.3	Factsheet: Overtime	30/4/14
		3.4	Factsheet: work on Sundays, religious days of rest and public holidays	30/4/14
		3.TOOL.1	<i>Monthly timesheet</i>	30/4/14
		3.TOOL.2	<i>Weekly timesheet</i>	30/4/14
4	Payment	4.1	Payment overview	30/4/14
		4.2	Factsheet: Payment of wages and salaries	30/4/14
		4.3	Factsheet: Minimum wages	30/4/14
		4.TOOL.1	<i>Employer pay record</i>	30/4/14
		4.TOOL.2	<i>Payslip</i>	30/4/14
		4.TOOL.3	<i>Salary advance agreement</i>	30/4/14
5	Leave	5.1	Leave overview	30/4/14
		5.2	Factsheet: Annual leave	30/4/14
		5.3	Factsheet: Sick leave	30/4/14
		5.4	Factsheet: Maternity leave	30/4/14
		5.TOOL.1	<i>Consolidation of laws on leave</i>	30/4/14
		5.TOOL.2	<i>Employee leave application form</i>	30/4/14
		5.TOOL.3	<i>Employee leave record form</i>	30/4/14
6	Termination	6.1	Termination overview	30/4/14
		6.2	Factsheet: Termination of open ended contracts by notice	30/4/14
		6.3	Factsheet: Termination of fixed term contracts by expiry or notice	30/4/14
		6.4	Factsheet: Termination by the employer due to serious misconduct by the employee	30/4/14
		6.5	Factsheet: Payments on termination	30/4/14
		6.6	Factsheet: Severance payments	30/4/14
		6.TOOL.1	<i>Record of poor performance or misconduct</i>	30/4/14
		6.TOOL.2	<i>Warning letter</i>	30/4/14
		6.TOOL.3	<i>Allegation of serious misconduct letter</i>	30/4/14
		6.TOOL.4	<i>Termination of employment by notice letter</i>	30/4/14
		6.TOOL.5	<i>Termination of employment for serious misconduct letter</i>	30/4/14

The Employers' Guidebook is published as a looseleaf folder so that individual sections can be updated and added to. It also allows new sections to be added. Updated will be published on the website <http://vcci.com.vu/resources/employer-guidebook/>.