

# PROPOSED PARTS OF AN EMPLOYMENT CONTRACT

This is a list of clauses you might like to consider including in your employment contracts. It is not entirely comprehensive – you might want to include other clauses. You might also want to include less clauses.

This list can be turned into a contract by simply adding details, in plain language, after each bullet point.

## Introductory material

- Parties to the contract
- Contact details and other employee details
- Employee's job title and duties
- The nature of the contract (full time/part time/casual)
- Start date (and if the contract is going to be made for a **fixed term** end date and process for renewal if applicable)
- Probation period

## Hours of work & overtime

- Usual hours of work
- How hours of work can be extended (overtime)
- Overtime compensation (can also be included under the remuneration section)
- Breaks

## Remuneration

- Amount of payment
- Reviews of amount of payment
- How and when payment is to be made
- Payment of VNPF
- Other benefits
- Deductions from payments

## Leave

- Annual leave
- Sick leave
- Maternity leave

## Terminating employment

- How contract can come to an end by giving notice
- How contract can come to an end in the event of misconduct by the employee
- Payments and allowances on termination