SAMPLE EMPLOYMENT AGREEMENT

This contract, executed on , between and , has the following terms of employment:

# START DATE

The Employee will start employment on and continue until either party elects to terminate the relationship.

# WORKPLACE ADDRESS

Work will be performed at .

# WORK SCHEDULE

The following represents a typical schedule. The Employer will limit fluctuations as much as possible and provide as much notice as possible of any changes.

|  |  |  |  |
| --- | --- | --- | --- |
| * Sat
 | From: am/pm | To: am/pm | Daily hours  |
| * Sun
 | From: am/pm | To: am/pm | Daily hours  |
| * Mon
 | From: am/pm | To: am/pm | Daily hours  |
| * Tue
 | From: am/pm | To: am/pm | Daily hours  |
| * Wed
 | From: am/pm | To: am/pm | Daily hours  |
| * Thurs
 | From: am/pm | To: am/pm | Daily hours  |
| * Fri
 | From: am/pm | To: am/pm | Daily hours  |

Total weekly hours

# JOB RESPONSIBILITIES

* + Childcare. The name and date of birth (DOB) of each child is listed below.

We recommend attaching a specific list of tasks, timelines and instructions to this contract.

# COMPENSATION

Regular rate of pay = £ per hour

+ Overtime rate of pay = £ per hour (for more than 40 hours in a week) Total compensation = £ per week

Wages will be paid at the place of work:  Weekly (every Friday)

* + Biweekly (every other Friday, or 26 times per year) Method of payment:

**Please note:** Employers in the UK are not required by law to pay for overtime. However, the average pay for the total hours worked by an employee must not fall below the [National Living Wage](https://www.gov.uk/national-minimum-wage-rates) (or the [National Minimum Wage](https://www.gov.uk/national-minimum-wage-rates) for employees aged 16–22).

## MILEAGE & GENERAL EXPENSES

Any miles driven while on the job using the Employee’s car will be reimbursed according to HMRC’s [Mileage Allowance Payments](https://www.gov.uk/expenses-and-benefits-business-travel-mileage/rules-for-tax) (MAPs). For total annual distances up to 10,000 miles, this is set at GBP 0.45/mile for cars and GBP 0.20/mile for bikes.

All other pre-approved, work-related expenses will be reimbursed at cost. The Employee will keep all receipts and submit them to the Employer for reimbursement at the end of the payment period.

## TAX-DEDUCTIBLE BENEFITS

In addition to the wages stated above, the Employer will contribute to the following Employee expenses. These contributions are tax-deductible, meaning neither the Employer nor the Employee will pay any tax on this portion of the compensation (tick any that apply):

* Parking in the amount of £ per month
* Mobile phone service in the amount of £ per month (up to total amount of bill)

# PAID TIME OFF

The Employee will receive the following paid time off:

* + Sick leave ( days per year). week(s) notice is requested for any medical appointments, etc. which may cause the Employee to miss work.
	+ Holiday ( days per year). The Employee will submit holiday requests at least
	 week(s) in advance.

**Please note**: Employees in the UK are entitled to paid holiday. Full-time employees are entitled to a minimum of 28 days’ holiday a year (including bank holidays). For part-time employees, please consult HMRC’s [holiday entitlement calculator](https://www.gov.uk/calculate-your-holiday-entitlement). UK employees are also entitled to statutory sick pay (SSP) in the amount of £96.35 per week. Please consult HMRC’s [SSP calculator](https://www.gov.uk/calculate-statutory-sick-pay) or work out the SSP entitlement [manually](https://www.gov.uk/guidance/statutory-sick-pay-manually-calculate-your-employees-payments).

# BANK HOLIDAYS

The Employer will provide the following **PAID** bankholidays (tick any that apply):

* + New Year’s Day  Spring bank holiday
	+ Good Friday  Summer bank holiday
	+ Easter Monday  Christmas Day
	+ Early May bank holiday  Boxing Day

+ Add others

The Employer will also provide the following **UNPAID** bankholidays (tick any that apply):

* + New Year’s Day  Spring bank holiday
	+ Good Friday  Summer bank holiday
	+ Easter Monday  Christmas Day
	+ Early May bank holiday  Boxing Day

+ Add others

**Please note:** Employers in the UK are not required to provide leave (paid or unpaid) on bank holidays, as long as the total number of holiday days per year meets the statutory requirements.

# TAX WITHHOLDING/REPORTING

The Employer will withhold the required income tax and National Insurance payments from the Employee’s pay, plus any Student Loans repayments and pension contributions, if applicable.

All tax withholdings will be reported to HMRC on or before each pay day and paid on a monthly basis via PAYE. In addition, the Employer will match the Employee’s pension contributions.

# CONFIDENTIALITY

The Employee understands that any and all private information obtained about the Employer or their dependents during the course of employment, including but not limited to medical, financial, legal and career information, is strictly confidential and may not be disclosed to third parties for any reason.

# SOCIAL MEDIA POLICY

The Employee understands that no information about their location or plans for the day, or pictures of family members, should be shared on any social media network. The Employee will also not tell strangers to the family (e.g. caregiver’s friends) where they are spending the day, unless the family has authorised this.

# GROUNDS FOR TERMINATION

Grounds for immediate termination include, but are not limited to:

* Allowing the safety of the dependent(s) to be compromised
* Inconsistent performance or non-performance of agreed-upon job responsibilities
* Dishonesty
* Stealing
* Misuse of the family vehicle
* Breach of the confidentiality clause
* Persistent absenteeism or tardiness
* Unapproved guests
* Smoking or consumption of alcohol while on duty
* Use of illegal drugs

## The Employer hereby agrees to be fully bound by the terms of this contract.

Employer signature:

Printed name:

Date:

## The Employee hereby agrees to be fully bound by the terms of this contract.

Employee signature:

Printed name:

Date:

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