



**10 minute  
ACAS webinars**

**Contracts of  
employment**

The webinar will begin shortly...

**acas** working for everyone  
to resolve and prevent  
workplace problems

## Contracts of employment



- A contract of employment is an agreement between an employer and employee
- A written statement sets out the main terms and conditions of employment
- Pay, hours and holidays form part of the contract of employment
- Contracts can be varied by the mutual agreement of both parties

- Individual written pay slip or statement
- National living or national minimum wage
- Deductions form wages
- Automatic pension enrolment



# Hours of work

- Limit of average 48 hours per week
- 11 consecutive hours rest in any 24 hour period
- One day off each week
- A limit on night workers
- Additional rights for young workers



- 5.6 weeks of paid leave a year
- Employers can set the times when workers can take their leave
- No legal right to paid public holidays



# Varying a contract of employment

Can be  
varied by

Mutual agreement

A clause in a contract

Collective agreement

Unilateral variation

Employers  
should

Consult with employees

Explain what is going on

Provide a written notification  
of the change

- [Varying a contract of employment](#) Acas guidance
- [Recruitment and contracts](#) Acas webpage
- [Zero hours contracts](#) Acas webpage
- [Contracts and written statements](#) e-learning
- [The new employee's contract](#) step-by-step guide
- [Written statement of employment particulars](#) GOV.UK
- **Acas training courses:**
  - Contracts and written statements
  - Contracts, written statements and payFind a course in your area at <https://obs.acas.org.uk/>



# *Business & Management*

## **THANK YOU FOR ATTENDING**

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