

**Employment Rights Act 1996 - Requirements for Statement of Particulars - including amendments in force April 2020**

**Table listing the individual particulars - those highlighted in grey are new, arising from the amendments in force April 2020**

S	SS	P	SP	Detail	Applies to workers ?
1	(3)	(a)		the names of the employer and employee	y
		(b)		the date when the employment began	y
		(c)		the date on which the employee's period of continuous employment began (taking into account any employment with a previous employer which counts towards that period).	<b>NO</b>
1	(4)	(a)		the scale or rate of remuneration or the method of calculating remuneration,	y
		(b)		the intervals at which remuneration is paid	y
		(c)	(i)	any terms and conditions relating to normal hours of work	y
			(ii)	<b>the days of the week the worker is required to work</b>	y
			(iii)	<b>whether or not such hours or days may be variable, and if they may be how they vary or how that variation is to be determined</b>	y
		(d)	(i)	T&C's relating to entitlement to holidays, including public holidays, and holiday pay (the particulars given being sufficient to enable the employee's entitlement, including any entitlement to accrued holiday pay on the termination of employment, to be precisely calculated),	y
			(ii)	T&C's relating to incapacity for work due to sickness or injury, including any provision for sick pay, and	y
			(ia)	<b>any other paid leave</b>	y
			(iii)	T&C's relating to pensions and pension schemes,	y
		(da)		<b>any other benefits provided by the employer that do not fall within another paragraph of this subsection</b>	y
		(e)		the length of notice which the employee is obliged to give and entitled to receive to terminate his contract of employment,	y
		(f)		the title of the job which the employee is employed to do or a brief description of the work for which he is employed,	y
		(g)		where the employment is not intended to be permanent, the period for which it is expected to continue or, if it is for a fixed term, the date when it is to end,	y
		(ga)		<b>any probationary period, including any conditions and its duration,</b>	y
		(h)		either the place of work or, where the employee is required or permitted to work at various places, an indication of that and of the address of the employer	y
		(j)		any collective agreements which directly affect the terms and conditions of the employment including, where the employer is not a party, the persons by whom they were made, and	y
		(k)		Where the worker is required to work outside the UK for a period of more than one month:	y
			(i)	the period for which he is to work outside the United Kingdom,	y
			(ii)	the currency in which remuneration is to be paid while he is working outside the United Kingdom,	y
			(ii)	any additional remuneration payable to him, and any benefits to be provided to or in respect of him, by reason of his being required to work outside the United Kingdom	y
			(iv)	any terms and conditions relating to his return to the United Kingdom.	y
		(l)		<b>any training entitlement provided by the employer,</b>	y
		(m)		<b>any part of that training entitlement which the employer requires the worker to complete</b>	y
		(n)		<b>any other training which the employer requires the worker to complete and which the employer will not bear the cost of</b>	y
3	1	(a)		a note specifying any disciplinary rules applicable to the employee or referring the employee to the provisions of a document specifying such rules which is reasonably accessible to the employee	y
		(aa)		specifying any procedure applicable to the taking of disciplinary decisions	y

**Notes from Employment Rights Act 1996 - including amendments**

1	2	(a)	The particulars must be included in a single document (unless otherwise provided for by s2 ss2 - see below)
1	2	(b)	the statement must be given not later than the beginning of the employment.
2	1		If there are no particulars to be entered for any of the above, that fact shall be stated in the statement
2	2		(Applies to those highlighted with yellow) - the statement may refer to another document for the particulars, which must be reasonably accessible (such as a staff handbook)
2	3		(Applies to those highlighted in green) -The statement may refer the employee to the law or to the provisions of any collective agreement directly affecting the terms and conditions of the employment which is reasonably accessible to the employee
2	4		(Applies to those highlighted in light blue) - The statement may be given in instalments, not less than two months following the start date, even if the employment terminates before that date.