

From: Helen Pyle <helenpyle@elliswhittam.com>
Sent: 10 June 2019 10:03
To: parishclerk@quorndon.org
Cc: Rachel Holding <RachelHolding@elliswhittam.com>
Subject: RE: contracts and handbook

Hi Christina

I've spoken with Rachel who prepared the initial drafts and understand the two formats are based on the two styles you have currently.

The hours of work clause in the standard version contract gives an example only. You will just need to include the correct hours of work for the individual employee.

The holiday section in the contracts is as they were. Are you looking for alternative or to standardise holiday entitlements for new starters?

Example wording in red has been added with regards pensions, what are your pension entitlements? We can amend the contracts accordingly.

I've added comments to the spreadsheet and would be happy to discuss further, I'm available today or tomorrow. We can amend both versions as required upon your further instructions.

Kind regards
Helen