

# Employment contract

## Employer information

Employer	Business ID
Domicile or business location	

## Employee information

Employee's name	Personal identity code
Address	Postal code and city

## Validity of employment contract

Start date of work	Length of trial period
Indefinitely valid employment contract Fixed-term employment contract	
Duration of fixed-term employment contract	
Grounds for fixed-term employment contract	

## Place of work

The place where the work is to be performed (if the employee has no primary fixed workplace, an explanation of the principles under which the employee will work in various work locations or is free to determine their workplace)
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## Work tasks

The employee's principal duties
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## Pay

Grounds for determining pay and other remuneration Work time      Performance      Other
Pay at the beginning of the employment relationship
Fringe benefits and their monetary value Taxable value      Other
Pay period
Pay days
Bank account into which pay will be paid

## Working hours

Working hours

\_\_\_\_\_ hours/day \_\_\_\_\_ hours/week \_\_\_\_\_ hours/month

\_\_\_\_\_ hours in a two-week period \_\_\_\_\_ hours in a three-week period

For variable working hours:

The circumstances and extent to which the employer requires labour

Days and times of the week during which the employer may commission work without seeking the employee's consent for each occasion (section 30 a of the Working Hours Act)

## In temporary agency work

Name and business location of the user company (if known)

In the case of a fixed-term employment contract:

Reason for the user company's order, based on the customer contract

Duration or estimated duration of the user company's order, based on the customer contract

Estimate of other tasks that are available with the employer and correspond to the temporary agency worker's employment contract

## Training provided by the employer

Any right to training provided by the employer based on legislation, agreement or practice

## Annual holidays

The length of the annual holiday and all other terms and conditions related to it are determined in accordance with the Annual Holidays Act and the collective agreement.

In addition, the following has been agreed on regarding annual holidays

## Period of notice

The period of notice is determined

by law by collective agreement

The period of notice is

\_\_\_\_\_ months when the employment contract is terminated by the employer

\_\_\_\_\_ months when the employment contract is terminated by the employee

## Applicable collective agreement

The collective agreement applicable to the work

**Insurance information**

The insurance institution with which the employer has arranged the employee's pension cover or insured the employee for occupational accidents and occupational diseases

**Conditions applicable to work abroad lasting at least one month**

Country or countries where the work is carried out

Duration of the work

Currency in which monetary pay will be paid

Monetary remunerations and fringe benefits provided abroad

Terms and conditions for the repatriation of the employee

Which country's legislation applies to the employment relationship

Handling of possible legal disputes

If the employee is to be posted in another EU Member State:

Details of the formation of pay in the host Member State (where applicable, all bonuses paid for the posting as well as any arrangements concerning the reimbursement of travel, accommodation and meal expenses)

Link to the official national website of the host Member State providing information on the terms of employment applicable to a worker posted to the Member State in question

**Other terms**

Other contractual terms and conditions

**Two identical copies of this employment contract have been drawn up, one for each party.**

Place and date

Employer's signature

Employee's signature

## Instructions for filling in the employment contract

### Employer and business ID:

Enter the official name of the employer. Do not substitute it with, for example, a product name used by the employer. The business ID is necessary for the unambiguous identification of the employer.

### The domicile or business location of the employer:

Domicile or business location and its address.

### Employee information:

The personal identity code is necessary for the unambiguous identification of the employee and the fulfilment of the employer's obligations. The address is necessary so that the employer can contact the employee and provide them with information when necessary.

### Start date of work:

The date on which the work is to begin.

### Length of trial period:

If a trial period has been agreed upon, its length is entered here. The duration of the trial period may not exceed six months. In the case of fixed-term contracts, the length of the trial period and any extensions may not exceed half of the duration of the contract, and the maximum duration is always six months. If a collective agreement that is binding on the employer contains a provision on a trial period, an entry on its application must be made here.

### Indefinitely valid /

### fixed-term employment contract:

As a rule, the employment contract is valid until further notice. For a justified reason, the employment contract may be concluded for a fixed term.

### Duration of fixed-term employment contract:

Specify the duration with the appropriate calendar start and end dates. If the end date is not known, indicate the basis on which the end date will be determined.

### Grounds for fixed-term employment contract:

Enter a justified reason why the employment contract is made for a fixed term, such as "substitution" or "at the employee's own request".

### Place of work:

Enter the employee's primary place of work or an account of the principles according to which the employee will work at various work locations or be free to determine their place of work.

### Work tasks:

Enter the employee's primary duties or a job title that describes them.

### Grounds for determining pay and other remuneration:

Work time, performance or other criterion.

### Pay at the beginning of the employment relationship:

The amount of basic salary or the pay grade, pay group, etc. in accordance with the collective agreement.

### Fringe benefits and their monetary value:

Enter the fringe benefits and their taxable value or other monetary value.

### Pay period and pay days:

If the time-based pay is determined on the basis of a period shorter than a week, the pay must be paid at least twice a month and otherwise once a month. The pay must be paid on the last date of the pay period, unless otherwise agreed. If the pay is due on a regular Saturday or certain holidays, the salary must be paid on the previous weekday.

The collective agreements for several sectors contain provisions on pay periods and pay days.

### Bank account into which pay will be paid:

The name of the bank and the account number into which the pay is paid.

### Working hours:

Working hours to be observed in a day, week, month or 2/3-week period.

### For variable working hours:

Indicate the circumstances and extent to which the employer requires labour and the days and times of the week during which the employer may commission work without seeking the employee's consent for each occasion.

### In temporary agency work:

- the name and business location of the user company if they are known
- details on the reason for and duration or estimated duration of the user company's order, based on the customer contract forming the basis for the fixed-term employment contract
- estimate of other tasks that are available with the employer and correspond to the fixed-term temporary agency worker's employment contract

### Training provided by the employer:

An account is necessary only when the employee is entitled to some training. For example, in cases where they have a legal or collective agreement-based right to receive training.

**Annual holidays:**

The length of the annual holiday and all other terms and conditions related to it (e.g. holiday bonus) are determined in accordance with the Annual Holidays Act and the collective agreement. Enter if you have agreed on something else in addition to these.

**Period of notice:**

The period of notice must be entered for each party separately. If nothing is agreed on, the period of notice is determined by law and collective agreement.

**Applicable collective agreement:**

The applicable collective agreement can be:

- a collective agreement that is binding on the employer under the Collective Agreements Act (based on the employer's organisation)
- a collective agreement that the employer is obliged to comply with on the basis of its general applicability
- some other collective agreement whose applicability has been agreed upon in the event that the aforementioned collective agreements are not applicable.

**Insurance information:**

Enter the insurance institution with which the employer has arranged the employee's pension cover or insured the employee for occupational accidents and occupational diseases.

**Conditions applicable to work abroad lasting at least one month:****Duration of the work:**

Specify the duration with the appropriate calendar start and end dates or otherwise describe the factors that will be used to determine the duration of the work abroad.

**Currency in which monetary pay will be paid:**

Enter the currency or shares of different currencies used for the payment of the monetary pay.

**Monetary remunerations and fringe benefits provided abroad:**

Enter the monetary remunerations and fringe benefits provided abroad by the employer.

**Terms and conditions for the repatriation of the employee:**

Indicate what has been agreed on, for example, the payment of the employee's return expenses as well as any other terms governing the repatriation process.

**Which country's legislation applies to the employment relationship:**

Indicate which country's legislation applies to the employment relationship. Its application may take place either directly on the basis of said law or, under certain conditions, it can be agreed upon separately.

**Handling of possible legal disputes:**

Enter the state and, if necessary, the location where any legal disputes will be handled.

**If the employee is to be posted in another EU Member State:**

- the details specifying the formation of pay in the host Member State and, where applicable, all bonuses paid as well as any arrangements concerning the reimbursement of travel, accommodation and meal expenses
- a link to the official national website of the host Member State providing information on the terms of employment applicable to the posted worker.

**Other terms:**

Specify any other terms and conditions that you have agreed upon. It is important to record these in the employment contract to avoid any possible conflicts.