



# Pay & Contracts Records

## Employment Contract Checklist

Use this checklist to review whether employment contracts include key information.

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### Role Details

- Job title or role description included
  - Start date recorded
  - Place of work stated
  - Flexibility clauses included where appropriate
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### Pay and Hours

- Pay rate clearly stated
  - Pay frequency included
  - Working hours defined
  - Overtime arrangements explained (if applicable)
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### Holiday and Leave

- Holiday entitlement stated
  - Holiday year defined
  - Holiday approval process explained
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### Sickness

- Sick pay arrangements explained
  - Sickness reporting procedure referenced
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### Notice and Termination

- Notice periods included
  - Probation period stated (if applicable)
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## Policies and Procedures

- Reference to employee handbook included
  - Disciplinary and grievance procedures referenced
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## Other Key Terms

- Confidentiality clause included
  - Data protection expectations referenced
  - Variation clause included where appropriate
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## Documentation

- Contract issued before or at start date
  - Employee acknowledgment obtained
  - Contract stored securely
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### Final Note

Clear record keeping supports fair decision-making and helps employers respond confidently to workplace issues or compliance queries.

This checklist provides general guidance only and does not constitute legal advice.

## Need Help?

Our HR experts can help you review your HR policies, update documentation, and deliver manager training, HR Surgeries or Q&A's in relation to the Employment Rights Act 2026.



**Contact HR:4UK today** to stay ahead of the changes and protect your business.



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