

Your contract

A contract is just a written confirmation of the terms and conditions of your job with an employer. Whoever you work for has to give you this in the first two months of your job, no matter what: it's the law.

The contract must include the following:

- Your job title
- Your wages (this could be an annual salary, or your hourly wage)
- Your hours of work (or your regular shifts)
- The amount of paid leave you can take
- The terms of any sickness pay
- Details about the pension scheme the employer has put you in; more details may be sent to you separately though.
- Information of how to give notice to your employer
- Details on the procedures for dismissal or grievance.

Holidays and holiday pay

Nearly all workers are entitled by law to paid annual leave. Full-time workers are entitled to at least 28 days of paid leave a year. If you work part-time, you're entitled to a proportion of this amount.

Bank holidays

Bank holidays are always included in your annual leave entitlement. This means that if you work full-time and there are – for example - eight days off this year for bank holidays, you get the eight bank holidays off with full pay, and then also have 20 days of paid holiday to take.

Remember – some employers will give you Bank Holidays or days at Christmas off on top of your normal leave. Check your contract to see.

The right to ask for flexible working

If you have worked for your employer for at least 6 months, you can ask for flexible working. This means changing your work pattern so that you can:

- work part-time
- Work during school hours
- Work flexitime
- Work from home
- job share
- Work in shifts
- Compress your hours

Remember - although you have the right to ask to work flexibly, your employer doesn't have to agree to it! However, they must give you a good business reason if they decide not to agree, and if you are unhappy with this decision, Citizens advice can offer further support and guidance to dispute it.