

Contract of Employment Checklist

Each example Contract of Employment should address the following:

- Name of Employer
- Name of Employee
- Date Employment Commenced
- Job Title
- Pay rate

The Minimum Wage (Guernsey) Law, 2009

16 - 18 year olds (not including apprentices)	£9.65
18 years and older (All)	£10.65

Industry wage rates available from The Apprenticeship Team

- Intervals at which remuneration is paid (weekly, monthly, etc)
- Hours of work
- Holidays and holiday pay
- Provision for sickness and sick pay
- Pensions and Pension Schemes
- Length of notice employee obliged to give and entitled to receive

Minimum periods of notice, Employment Protection (Guernsey) Law, 1998

Period of employment	Notice to be given
Less than 2 years	1 week
2 - 5 years	2 weeks
5 years or more	4 weeks

- Maternity Pay / Leave

The Maternity Leave and Adoption Leave (Guernsey) Ordinance, 2016 gives eligible employees the statutory right to the following:

- basic statutory maternity / adoption leave of 12 weeks
- an enhanced period of 26 weeks maternity / adoption leave in total for employees who have worked continuously for the same employer for at least 15 months at the beginning of the 11th week before the due / placement date
- a period of two weeks compulsory statutory leave after childbirth or adoption (which forms part of the basic maternity / adoption leave)
- the right to return after leave to the original job or a suitable alternative up to ten days keeping in touch days
- for pregnant employees; the right to time off for antenatal appointments during working hours

In addition the partner of an employee who is entitled to basic maternity leave has a right to take two weeks' maternity support leave. To qualify the partner must have 15 months continuous service beginning at the 11th week before the employee's due/placement date.