

Employment

1932-16

EMPLOYMENT (FORMS) REGULATIONS

This version is out of date

**Subsidiary
1954.02.18-2**

Regulations made under s.86.

EMPLOYMENT (FORMS) REGULATIONS

(1954.02.18-2)

1.5.1954

Amending enactments	Relevant current provisions	Commencement date
LN. 1971/007 1974/061	r. 3, Sch. 1, 2 r. 2	

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ARRANGEMENT OF REGULATIONS.

Regulation

1. Title.
2. Records of employees.
3. Employment conditions.
4. Certificates of service.

SCHEDULE 1

**STATEMENT OF TERMS OF EMPLOYMENT.
GIVEN PURSUANT TO SECTION 52(1) OF THE.
EMPLOYMENT ACT.**

SCHEDULE 2

**NOTICE OF CHANGE IN PARTICULARS OF TERMS OF
EMPLOYMENT.**

SCHEDULE 3

Certificate of Service

Title.

1. These Regulations may be cited as the Employment (Forms) Regulations.

Records of employees.

2. The register to be kept by every employer under section 79 of the Act shall contain the following particulars in respect of each employee—

- (a) the nature of the occupation;
- (b) the hourly, daily, weekly or monthly wages paid as the case may be, or where the wages are solely calculated on a piece-work or output basis, the rates applicable;
- (c) the number of hours to which such daily, weekly or monthly wages relate;
- (d) the number of hours worked by the employee in each day, week or month, as the case may be;
- (e) the wage paid to the employee for each day, week or month, as the case may be, showing clearly the amounts of and the reasons for any deductions or other variations from the normal wage for the period.

Employment conditions.

3. The statements to be given by an employer under subsections (1) and (4) of section 52 of the Act shall be in the form set out in and shall contain the particulars required by Schedules I and 2 respectively.

Certificates of service.

4. The certificates of service to be given by employers under section 58 of the Act shall be in the form shown in Schedule 3.

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SCHEDULE 1

STATEMENT OF TERMS OF EMPLOYMENT.
GIVEN PURSUANT TO SECTION 52(1) OF THE
EMPLOYMENT ACT.

To: (Name and Address of Employee)

From: (Name and Address of Employer)

Your employment as
began on and is for an indefinite period
will terminate on

The following are the particulars of the terms of your employment as at:-

1. Remuneration	
2. Conditions under which increments, if any, are payable	
3. Intervals at which remuneration is paid	
4. Hours of work	
5. Holidays and holiday pay	
6. Sickness and injury pay	
7. Pension and pension schemes	
8. Length of Notice: (a) by the Employee (b) by the Employer	

(Signature of Employer)

(The employee may be asked to acknowledge receipt on a copy but this is not a statutory requirement).

RECEIVED a statement of which the foregoing is a copy.

Date . (Signature of Employee) .

NOTES FOR THE EMPLOYER.

1. Remuneration

State the scale or rate of remuneration, or the method of calculating it. Any terms with regard to piece-rates, overtime pay etc., should be set out. Apart from the regular salary or wages, details must be given of any other payments or benefits (such as bonuses, commission, etc.) to which the terms of his employment entitle the employee.

2. Increments

The conditions under which increments, if any, of salary or wages are payable should be specified. If there are no increments, this should be stated.

3. Intervals at which remuneration is paid

State whether weekly, monthly, etc.

4. Hours of work

State the hours of work where fixed (e.g. 40 hours a week) and, if possible, the daily hours of working (e.g. 8.00 a.m. to 12.00 noon and 1.00 to 5.00 p.m. Monday to Friday). If the daily hours are variable, state how the employee is notified of shift times where applicable. Any terms and conditions relating to hours of work must be set out and, if "normal working hours" include compulsory overtime, this must also be stated.

5. Holidays

State the length of paid holidays to which the employee is entitled, and whether public holidays are additional. In cases where the entitlement does not go beyond the minimum standard prescribed by law at any time, it will suffice to say so.

6. Sickness or injury pay

State whether or not the employee is entitled to payment during absence from work due to sickness or injury and, if so, give the rate of such pay and the period during which it is payable. If there is any alteration in the rate after a certain period, that must be stated.

All terms and conditions relating to incapacity for work due to sickness or injury and those relating to sick pay must be set out, such as whether a medical certificate is required, when further certificates must be submitted if the employee remains absent, whether the amount of benefit, if any, under the Social Security (Employment Injuries Insurance) Act must be declared and whether this amount is deductible from sick or injury pay.

7. Pension and Pension Schemes

If the employee will be provided with a pension on retirement, details must be given. If the employee is or will become a member of the Company's or Firm's Pension Scheme, then this must be stated and that details of the Scheme are contained in the Rules. State whether he has been given a copy of the Rules or where he may read a copy. Alternatively, it should be stated that there is no Pension Scheme in existence and that no agreement as to pension has been entered into.

8. *Length of Notice*

In the case of contracts of service for an indefinite time the Act lays down the following minimum periods of notice:-

- (a) Employees whose wages are paid not less often than fortnightly:-
 - (i) From employer to employee where the employment has lasted continuously for-

Less than 2 years	1 week
2 years but less than 5 years	2 weeks
5 years but less than 8 years	4 weeks
8 years but less than 10 years	8 weeks
10 years or more	13 weeks
 - (ii) From employee to employer 1 week
- (b) Employees whose wages are paid at intervals of more than a fortnight-
 - (i) From employer to employee where the employment has lasted continuously for-

Less than 2 years	1 month
8 years but less than 10 years	2 months
10 years or more	3 months
 - (ii) From employee to employer 1 month

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SCHEDULE 2

NOTICE OF CHANGE IN PARTICULARS OF TERMS OF EMPLOYMENT.

GIVEN PURSUANT TO SECTION 52(4) OF THE
EMPLOYMENT ACT.

Date

To: (Name and Address of Employee)

From: (Name and Address of Employer)

The following change(s) in the terms of your employment as given in
paragraph of the Particulars of Terms of Employment
given to you (as previously amended) will take effect on

(Signature of Employer)

(The employee may be asked to acknowledge receipt on a copy, but this is
not a statutory requirement).

RECEIVED a notice of which the foregoing is a copy.

(Signature of Employee)

Date

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SCHEDULE 3

EMPLOYMENT ACT.

Certificate of Service

In accordance with section 58(1) of the above Act, this certificate must be given by employers to employees, who so request, at the termination of employment, if the employment has lasted longer than one month.

Name of Employee

.....

Nature of Work or Services Performed.

.....

Duration of Employment

From..... to.....

*** Rates of Wages Paid**

.....

(State whether hourly, daily, weekly or monthly.)

*** Reason for termination**

.....

.....

(It is sufficient compliance with the provisions of this section if the general reason is stated, e.g., redundancy, unsuitable, unsatisfactory, etc.)

Signature of employer

Address.....

Date.....

** Only to be completed if employee requests completion.*