# STANDARD CONTRACT OF EMPLYOMENT

To be filled by the employer – copy kept by employee

Version: august 2024

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| 1. Employer/enterprise |
| Name: | Enterprise organization number:  |
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| Adress: |

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| 2. Employee |
| Name: | Date of birth: |
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| Adress: |
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| Employed as (title, job description, post, category of work): |

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| 3. Place of work |
| Adress: |
| If there is no permanent workplace or main workplace, the employment contract must provide information that the employee works in different places or can freely decide his workplace.  |

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| 4. Collective agreement |
| The employment is regulated by the following collective agreement:  |
| Parties to the agreement: |

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| **5. The duration of the employment and working hours** |
| First day of employment: | Percentage employment: |
|  Permanent employment  Temporary employment | Basis for temporary employment (cf. the Working Environment Act § 14-9): |
| Expected duration of employment if temporary: |
| Weekly working hours (duration): | Daily working hours (duration): |
| Disposition of working hours: | Time of work (only if work is to be performed at different periods/times/days): |
| If relevant, special arrangements for working hours: | Breaks (length): |
| Arrangements for shift changes:  | Arrangements for work exceeding the agreed working hours: |
| The employer can order the employee to work overtime and overtime in accordance with the provisions of the Working Environment Act § 10-6. If the employees work at different times of the day, a work schedule shall be prepared showing which weeks, days and times each employee is to work. The work schedule shall be prepared in cooperation with the employees' elected representatives. Unless otherwise provided by a collective pay agreement, the work schedule shall be discussed with the employees' elected representatives as early as possible and, at the latest, two weeks before its implementation. The work schedule shall be easily accessible to the employees, cf. the Working Environment Act § 10-3.  |

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| 6. Trial period |
| Duration of trial period:  | Notice during trial period: |
| According to the Working Environment Act § 15-6 (3) the trial period can be agreed for a period of up to six months. If an employee has been absent from work during the trial period, the employer may extend the agreed trial period by a period corresponding to the period of absence. Such extension may only take place when the employee has been informed of this possibility in writing at the time of his appointment, and when the employer has informed the employee of the extension in writing before the expiry of the trial period. The right to extend the trial period shall not apply to absences caused by the employer, cf. the Working Environment Act § 15-6 (4).  |

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| 7. Holidays and the right to paid absence |
| The employee's right to holiday is determined in accordance with the Holidays Act § 5. |
| The fixing of holiday dates is done in accordance with the Holidays Act § 6.  |
| The employee’s right to other absence paid by the employer:  |

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| **8. Pay** |
| Hourly/monthly pay: | Method of payment: | Payment interval:  |
| Overtime supplement: | Public holiday/night allowance: | Allowances/expenses: |
| Any supplements and other allowances that are not included in the salary and/or are not mentioned above:  |
| Holiday pay is additional to pay, cf. Act relating to Holidays § 10. |

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| **9. Competence development** |
| Right to competence development that the employer may offer: |

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| **10. Social security benefits** |
| List benefits beyond salary that the employer pays for (e.g., pension schemes and insurance) as well as the names of institutions that receive payments from the employer in this regard): |
| The employer reserves the right to make changes regarding which institutions that will receive payments from the employer. |

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| 11. Resignation/termination of the employment |
| Notice period applicable to the employee: | Notice period applicable to the employer: |
| The procedure and formal requirements for the termination of employment are set out in the Working Environment Act §§ 15-1, 15-2 & 15-4. |

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| 12. Other information |
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| 13. Signatures |
| Date:  |
| Employer's representative (name and title):  |
| Employer’s signature:  | Employee’s signature: |