

# ALLEN & OVERY



## Written Particulars from 6 April 2020: Checklist

Written particulars to be provided to workers as of 6 April 2020	Required by day 1 of worker's engagement?	Comment
<b>Pre-6 April 2020 requirements continuing to apply</b>		
Name of employer and employee	Yes	
Employment commencement date and date of period of continuous employment	Yes	
Details of pay (including intervals of pay)	Yes	
Holiday entitlement (including calculations as to accrual on termination)	Yes	
Terms relating to incapacity, including provision for sick pay	Yes	– At a minimum must be referenced in day 1 statement but can refer to another document. Previously could be provided in instalments within two months of start date.

Written particulars to be provided to workers as of 6 April 2020	Required by day 1 of worker's engagement?	Comment
Length of notice period	Yes	– Now full details must be provided in day 1 statement. Previously could be provided in instalments within two months of start date.
Job title/description	Yes	
Expected period for fixed term employment/end date	Yes	– Now full details must be in day 1 statement. Previously could be provided in instalments within two months of start date.
Place of work and address of employer	Yes	
Details around employee requirements to work outside UK for more than one month	Yes	
Details of pensions and pension schemes	No	– As before, can be provided in instalments within <b>two months</b> from start of employment.
Details of any collective agreements	No	– As before, can be provided in instalments within <b>two months</b> from start of employment.
Information about disciplinary and grievance procedures	No	– Draft carefully to ensure appropriate procedures apply to employees as compared to other workers. Can be provided in instalments within <b>two months</b> from start of employment.

Written particulars to be provided to workers as of 6 April 2020	Required by day 1 of worker's engagement?	Comment
<b>Amended and additional requirements from 6 April 2020</b>		
Days of week and normal hours of work; <b>whether or not such hours or days may be variable; and if they vary, how that variation is to be determined</b>	Yes	– In addition to including normal working hours, statements must now include the information in <b>bold</b> .
Duration of probationary period (if any)	Yes	– New requirement to be included in day 1 statement.
Entitlement to <b>“any other paid leave”</b> other than annual leave and holiday pay – including maternity leave and paternity leave	Yes	– New catch-all requirement to include all paid leave. At a minimum must be referenced in day 1 statement but can refer to another document.
<b>Any other remuneration or benefits</b> provided by the employer (e.g. health insurance, meal expenses etc.)	Yes	– New catch-all requirement for all benefits and remuneration to be included in day 1 statement. No express right to refer to other documents. Draft carefully to avoid inadvertently creating a contractual benefit.
Training provided by employer that the employee is: (i) entitled to; (ii) is required to do; and (iii) required to do but which the employer will not bear the cost of.	No	– New requirement. List of training can be provided in instalments within <b>two months</b> from start of employment. Consider referring in statement to a document/ intranet page listing training.

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FOR MORE INFORMATION PLEASE CONTACT

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