

## EMPLOYMENT CONTRACT

This contract of Employment is entered into between \_\_\_\_\_  
(hereinafter) referred to as 'Employer' of (*state address*) and  
\_\_\_\_\_ (hereinafter referred to as 'Employee') of (*state  
address*) on \_\_\_\_\_ under the terms and conditions of  
employment below.

### 1. Commencement of Employment

Effective from \_\_\_\_\_

- Until either party terminates the contract of employment

### 2. Place of Work

\_\_\_\_\_

### 3. Working Hours

- Fixed at \_\_\_\_\_ days per week, \_\_\_\_\_ hours per day
- Fixed from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

### 4. Lunch

- Fixed from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm with/without Pay

### 5. Probation Period

- The employee shall be given a probationary period of three months and the contract may be terminated without notice during the probation.

### 6. Job Role & Responsibilities

\_\_\_\_\_  
\_\_\_\_\_

### 7. Wages

Wages shall be paid entirely in money

- Basic rate of \$ \_\_\_\_\_ per hour/day/week/month
- Overtime rate \$ \_\_\_\_\_ per hour

- Payment of wages and wage period: Every month, on \_\_\_\_\_ day of the month.

### **8. Holidays**

- The employee shall be entitled to paid holidays after each six or twelve months.
- The employee shall be entitled to a period of holidays with pay of not less than one day for each completed month of employment.
- The holidays with pay shall be given by the employer and shall be taken by the worker before the expiration of three months, or such other period therefrom mutually agreed upon between the employer and the worker, after the date upon which the right to such holidays accrues. Consequently, the employer shall determine the date on which the holidays shall commence taking into account any special request by the worker.

### **9. Termination of Employment**

A notice period of \_\_\_\_\_ day (s)/ week(s)/ month (s) shall be given to the Employer or by the Employee.

10. The Employee is entitled to all other rights, benefits under the Labour Act of Guyana, Labour (Conditions of Employment of Certain Workers) Act and any other relevant Act.

Signature of Employee

Date: \_\_\_\_\_

\_\_\_\_\_  
**Name in full:**

Signature of Employer

Date: \_\_\_\_\_

\_\_\_\_\_  
**Name in full:**