

**Normal hours of work
(excluding overtime)**

*(list the total number of hours worked per week and the relative
schedule of work)*

Overtime Rates

**Periodicity of wage
payment**

*(state at what intervals wages are to be paid, preferably
indicating payment date)*

Public Holidays

Vacation Leave

Sick Leave

Other Leave

Notice Periods

(applicable only if employment is indefinite)

Special Conditions

Collective Agreement

(if applicable, attach copy of relevant collective agreement)

Fines

*(if applicable, attach details as approved by the Director of
Industrial and Employment Relations)*

Date

Signature of Employer/Representative

Position: _____

I.D. Number: _____

N.B. An employer may in lieu of the above declaration enter into a written contract of service with the employee, provided that the contract should include the above details. In terms of regulation 8 of the above mentioned regulations, an employer is required to keep a copy of any written contract of service or statement containing the same details.