

	Current Position	New legislation
Who is entitled to a written statement of employment particulars?	Employees who have worked for the same employer for longer than one month.	All workers (wider category than employees) with no service requirement.
When must the statement be provided?	The information can be given in instalments within two months of the employee starting work although some information must be included in a single document.	By day one of the employment
information required	<p>Information which must be included in the principal statement</p> <ul style="list-style-type: none"> The names of the employer and employee. The date the employment starts and the date the employee's period of continuous employment began Pay (or method of calculating it) and interval of payment. Hours of work, including normal working hours. Holiday entitlement and holiday pay. The employee's job title or a brief description of the work. Place of work. A person to whom the employee can appeal if they are dissatisfied with any disciplinary decision relating to them or any decision to dismiss them. A person to whom the employee can apply for the purpose of seeking redress of any grievance relating to the employment and the manner in which any such application should be made. <p>Information which may be given in supplemental statements</p> <ul style="list-style-type: none"> Terms as to length of temporary or fixed-term work. Terms related to work outside the UK for a period of more than one month. Details of any collective agreements <p>Information which may be given in supplemental statements/another reasonably accessible document</p> <ul style="list-style-type: none"> Terms relating to absence due to incapacity and sick pay. The notice periods for termination by either side Broader information about disciplinary and grievance procedures Terms as to pensions and pension schemes 	<p>Information which must be included in the principal statement</p> <p>The existing information required in the principal statement, PLUS:</p> <ul style="list-style-type: none"> Details of the normal days and hours of work, and if they may vary, details of how that variation is determined. Details of other types of paid leave (e.g. maternity/paternity leave). Details of any other remuneration or benefits provided. The duration and conditions of any probationary period. How long a job is expected to last, or the end date of a fixed-term contract. Notice periods Details of eligibility for sick leave and pay. Terms relating to working outside the UK for more than one month. <p>Information which may be given in instalments within two months of employment starting</p> <ul style="list-style-type: none"> Details of any training entitlement provided, any mandatory training and any training which the employer will not bear the cost of Terms as to pensions and pension schemes Details of collective agreements
When are the changes coming into force?		6 April 2020
What about existing employees on 6 April 2020		From 6 April 2020 existing employees (not workers) may request a written statement of particulars complying with the new requirements. The employer will be required to provide it within one month.



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