

# CONTRACT OF EMPLOYMENT

## PARTIES:

EMPLOYER .....

ADDRESS .....

EMPLOYER .....

ADDRESS .....

## **1. POSITION/JOB TITLE**

The employer shall employ the employee in the position of  
.....

## **2. PROBATION**

The Employee will be required to serve a probation period from  
..... to .....

## **3. DURATION**

The employment contract is

permanent

fixed term running from ..... to  
.....

(Tick applicable)

**4. NO LEGITIMATE EXPECTATION OF RENEWAL** (in the case of fixed term appointments)

The employee agrees that there is no legitimate expectation of renewal of this contract.

**5. SALARY**

5.1. The employee shall be entitled to Gross remuneration in the sum of .....  
..... (\$.....) per month.

5.2. The employee's salary shall be paid on the ..... day of every month after all deductions required by law including P.A.Y.E and N SSA Pension deductions.

**6. DAYS AND HOURS OF WORK**

6.1. The employee shall work from Monday to Friday/Saturday between the hours ..... a.m. - ..... p.m with breaks between ..... a.m. and .....p.m and. with each day having a total of ..... hours.

6.2. The employee may however be requested by the employer to work overtime.

**7. LEAVE ENTITLEMENT**

All leave entitlement shall be in terms of the Labour Act as amended from time to time.

**8. TERMINATION**

8.1. The employer may terminate the contract at any time in terms of the applicable Code of Conduct for any misconduct committed by the employee.

8.2. The parties may terminate the agreement by mutual consent as prescribed in the Labour Act.

8.3. The parties may terminate the agreement by giving the other the applicable notice per section 12(4) of the Labour Act [Chapter 28:01] as amended from time to time.

8.4. The parties may terminate the agreement by any other lawful means recognised in the Labour Act [Chapter 28:01] or the common law.

**9. NON-VARIATION AND INTERGRATION**

This agreement is the whole agreement between the parties and no variation thereof shall be valid and binding unless reduced to writing and signed by the parties.

SIGNED AT ..... THIS ..... DAY OF ..... 20 .....

WITNESSES

1. ....  
.....  
..... (Employer)

WITNESSES

1. ....  
.....  
..... (Employee)