

Exercise 5

Choose a word from the previous page to complete these sentences about the end of a fixed-term contract.

- a I am _____ the company at the end of the month because my contract ends on 31 July.
- b My contract with the airline is for a _____ term of 12 months so I leave next April.
- c We cannot employ you after March. Your contract is for a specific _____ of time and it ends on 31 March.
- d Your contract will be for a fixed, 12-_____ term.

Exercise 6

Complete these sentences with the correct preposition.

- a Susan resigned _____ her job last week.
- b I wrote a letter _____ resignation and gave it to my employer yesterday.
- c How much money will you have to live _____ when you retire?
- d I was fired because I was always late _____ work.
- e Resigning from work is sometimes known informally as 'handing _____ your notice'.
- f Two employees were guilty _____ gross misconduct and they were sacked immediately.
- g My contract of employment is _____ a term of 18 months.
- h Last week I informed my employer that I intend to stop working for her _____ 30 September.
- i Your employer will pay you a redundancy payment _____ £10,000.
- j The amount of money you receive as a redundancy payment depends _____ the number of years you worked for your employer before you were made redundant.

ACTING FOR AN EMPLOYEE**Exercise 1**

Emma Lucas is an employment lawyer in Chatsworth. Read what she says about representing employees in employment cases. The most important words are in the key vocabulary below. On the next page you will see some questions and answers. Match each question with the correct answer.

Key vocabulary

- | | | | |
|--------------------------|------------|------------------|--------------------|
| ● grievance | ● consult | ● discrimination | ● bullying |
| ● procedure | ● tribunal | ● disability | ● unfair dismissal |
| ● constructive dismissal | ● grounds | ● harassment | ● appraisal |

'When I represent an employee it is usually because he or she has a **grievance** against an employer. A grievance is a complaint. The law says that employers must listen to grievances and help the employee. Unfortunately some employers

do not do this. Employees often come to me because the employer has not followed the correct **procedure** for dealing with a grievance. When an employee leaves a job because the employer does not listen to a grievance, the law