

- c 'If you have a complaint relating to your employment you should follow the procedure attached to this contract in order to inform your manager about your complaint.'

The clause is _____

- d 'The Employer agrees to employ the Employee in the position of sales assistant.'

The clause is _____

- e 'On the first day of your absence from work you must inform your manager. If you are absent for more than seven days you must provide your manager with a medical certificate signed by your doctor.'

The clause is _____

- f 'This contract is for a duration of 12 months.'

The clause is _____

- g 'Employees who wish to contribute to the Fund may do so until the age of 65 years.'

The clause is _____

- h 'The Employee is entitled to 25 days per year in addition to public holidays.'

The clause is _____

- i 'The Employee shall not during the term of his or her employment disclose any material information relating to his or her employment to any third party.'

The clause is _____

- j 'A summary of the rules and procedures that the Employer must follow in relation to difficulties with the Employee's performance in the workplace is attached to this contract.'

The clause is _____

- k 'The Employee is required to work Mondays to Fridays between 8.30am and 5.30pm, with one hour for lunch.'

The clause is _____

- l 'The Employer may end this agreement by giving four weeks' written notice to the Employee.'

The clause is _____

Help desk

What do these words mean?

absence – when somebody is not in the place where you expect that person to be, such as at school or at work, then it is described as an absence. The adjective is 'absent'.

fund – an amount of money that a person or an organisation keeps for a particular purpose. It can be to pay for something special, such as a college fund to pay for education, or it can be a way of saving money to spend in the future, such as a pension fund.

material – important, significant.

public holiday – a day that the government says is a holiday for everyone in the country. The important public holidays in the UK are Christmas Day and New Year's Day. In the USA 4 July is also a public holiday.

notice – a warning period. When you give notice to someone you tell that person that something is going to happen in the future.

contribute – to give money towards something. This is often because you want to, and not because it is an obligation.