

# WHAT YOU NEED TO KNOW



## Transparent and Predictable Working Conditions



### Day 5 Statement

Written statement of core terms must be provided within 5 days of commencement:

- Name & address of employee/employer
- Job title & details of pay
- Start date & contract duration
- Hours of Work (incl. overtime)
- Probationary period



### Statement of Terms of Employment

Written Statement of all other Terms of Employment must be provided within 1 month of commencement of employment.



### Notification of Changes

Employees must be notified of changes to their written statement of employment or 5 day statement no later than on the day of the change.



### Probationary Periods

Probationary periods shall not exceed 6 months, except in limited circumstances as provided for in the regulations to a maximum period of 12 months



### Mandatory Training

Where mandatory training is required by law or collective agreement, it will be fully funded by the employer, count as working time and take place during working hours where feasible.



### Parallel Employment

Employers cannot prohibit employees from taking up employment with another employer outside their work schedule. Parallel employment can be restricted if there are objective grounds for doing so.