Model Employment Contract

Parties

EMPLOYER		EMPLOYEE	
Name		Name	
Address		Address	
Business ID		Date of Birth	

The Terms of the Employment

THE START DATE OF THE EMPLOYMENT

The start date:

THE DURATION OF THE EMPLOYMENT

☐ Valid indefinitely	☐ Valid for a fixed period of time:	☐ Valid until the assignment is completed:

The grounds for the fixed-term contract:

TRIAL PERIOD

☐ A trial period is not applied	☐ A trial period of months is applied in the beginning of the employment

DUTIES

The main duties and responsibilities:

The Employee is also obligated to perform other tasks assigned by the Employer.

WORKING PLACE

Place of work:

SALARY

       €/month or   €/hour

☐ In addition to the monetary salary, the Employee in entitled to the following fringe benefits:

☐ The taxable value of the following fringe benefits is deducted from the monthly salary:

The salary shall be paid on the   th day of each month.

☐ The Employee is entitled to a bonus / a provision according to the Employer's practice.

WORKING HOURS

Working hours are:	☐ 7,5h/day and 37,5h/week	☐ 8h/day and 40h/week	☐ Other:

☐ Working hours are flexible. The daily working hours start between   and end between   . Max. accumulation of hours:

☐ Overtime requires a permission from the Employer. Overtime is compensated according to the Working Hours Act either in money or in corresponding free time.

☐ A fixed compensation of   euros is paid monthly in addition to montly salary as overtime compensation.

A compensation for travel time is

☐ included in the salary.   ☐ other:

ANNUAL HOLIDAY

☐ Is determined in accordance with the Annual Holidays Act.

☐ Is determined in accordance with the Annual Holidays Act. The Employee is entitled to a full paid annual holiday from the beginning of the employment. A holiday compensation at the end of the employment is paid for holidays accumulated in accordance with the law.

☐ The Employee is entitled to a holiday bonus of 50% of the salary paid for the annual holiday.

TERMINATION OF EMPLOYMENT

☐ The notice period observed by the Employer is   months and the notice period observed by the Employee is   months.

☐ The notice periods are determined in accordance with the Employment Contracts Act / the collective agreement.

☐ A fixed-term contract can be terminated by observing   months notice period.

CONFIDENTIALITY

During the term of the employment, and for a period of   years after a termination of the employment, the Employee shall neither utilize nor disclose to third parties any of the trade or business secrets of the Employer or the business associates of the Employer. If the Employee commits a breach against this provision, the Employee is liable to the Employer for the direct damages caused by the breach.

NON-COMPETITION

☐ During the term of the employment and for a period of   months thereafter, the Employee shall not conclude an employment contract with a company that competes with the Employer or engage in competing operations in the Employee's own account.

Competing operations are:

Particularly weighty reasons for concluding
a provision of non-competition:

OTHER PROVISIONS

☐ The Employer shall cover the travel expenses in accordance with the tax-free travel expense compensations determined by the Finnish Tax Administration.

Salary during sickness shall be paid in accordance with:

☐ the law   ☐ the collective agreement

☐ The Employee shall be paid his/hers regular salary during a temporary child-care leave.

☐ If the employment has been valid for at least six months before the estimated date of confinement, then full salary shall be paid for a period of three months of maternity leave.

☐ If the employment has been valid for at least six months before the estimated date of confinement, then full salary shall be paid for six ordinary weekdays of paternity leave.

COLLECTIVE AGREEMENT

During the employment relationship:

☐ a collective agreement of   shall be applied.

☐ a collective agreement is not applied.

DATE AND SIGNATURES

Time and place:	Time and place:
Employer	Employee