**MODEL**

**ADDENDUM TO CONTRACT OF EMPLOYMENT**

This Addendum accompanies and provides additional terms to the Contract of Employment between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**Name of Employer**) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**Name of Employee**) on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**Date of Signature of the Contract**). The Employee was hired through\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**Name of Employment Agency**) whose contact details are\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**Telephone Number and Address**).

1. **EMPLOYER’S DETAILS**

The full name of the Employer is\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**Full Name as on Employer’s Passport**).

The full residential address of the Employer is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**Employer’s Residential Address**).

The Employer’s telephone and cell phone numbers are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**Employer’s Telephone Numbers, including country/city codes**).

There are \_\_\_\_\_\_\_\_\_\_ residentsin the household where the Employee will be working including \_\_\_\_\_\_\_\_\_\_ children under 18 years of age and \_\_\_\_\_\_\_\_\_\_ children under 5 years of age.

1. **WORK WEEK**

The Employer and Employee shall agree on the time(s) and duration(s) of the Employee’s **Daily Meal Break**(**s**), which will amount to at least\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ minutes per day in total. If the Employer requires the Employee to work more than \_\_\_[insert Normal Work Hours from Contract]\_\_\_hours in one 24-hour period then, in addition to Daily Meal Breaks, the Employer shall provide the Employee with an additional \_\_\_\_\_\_\_minute break (**Additional Rest Break**).

The Employee shall be entitled to at least 24 consecutive hours of rest during every seven day period, or more if required by Local Law.

The Employer shall not require the Employee to work in excess of \_\_[48]\_\_ hours in any seven day period, but the Employer may request such an arrangement, subject to Local Law and the Employee’s consent. If the Employee agrees, the Employer shall pay the Employee the Overtime Pay set out in the Contract for all hours worked in excess of the Normal Work Hours.

If, for any reason, the Employee is not able to take the weekly Rest Days as described in the Contract, the parties shall agree whether the Employee will either (i) take the equivalent time off work during the following Work Week, or (ii) receive Overtime Pay.

1. **PAY**

The Employer shall provide the Employee with an easily understandable written \_\_\_[monthly / weekly]\_\_\_ statement setting out the Employee’s total hours of work, including any Overtime Pay as well as the specific amount and purpose of any allowable deductions made, and the total amount due to the Employee.

1. **EXPENSES**

The Employer shall not require the Employee to incur any work-related expenses such as expenses for travel at the request of the Employer, any expenses associated with working at another location as described in the Contract, or any other expenses related to the duties that the Employee is required to perform.

1. **ENTITLEMENTS**

The Employer shall comply with Local Law and, in relation to any applicable labor rights, the Employer will ensure that the Employee receives all entitlements due, including \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(**Details of Entitlements such as End of Service Gratuity, Employer’s Mandatory Contribution to Flights, etc.**)

1. **TERMINATION WITHOUT NOTICE**

The Employer may terminate the Employee’s employment without notice in the event of any act of gross misconduct by the Employee, for example: deliberate acts of violence against the Employer or members of the household; theft from the Employer; vandalism, damage, or sabotage to the Employer’s property; committing a criminal act whether during or outside the Employee’s Normal Work Hours.

The Employee may terminate employment without notice in the event of exceptional circumstances, including circumstances in which the Employee has reason to fear for his or her life or safety, the Employee has been subjected to abuse or ill treatment, the Employee is threatened with violence, the Employer has breached the Agreement, the Employer is engaged in illegal activity, or in the event the Employee experiences a crisis of a personal nature.

1. **CONFIDENTIALITY**

The Employer shall not at any time disclose to any third parties personal information about the Employee, such as date of birth, visa number, governmental identification number, or health information, unless disclosure is required by law.

**I acknowledge that I have read this Addendum or it has been read to me; I understand and accept the terms and conditions set out within it, and that this Addendum, together with the Contract, form the Agreement of Employment:**

Signed by **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (**Signature of EMPLOYER**)on **\_\_\_\_\_\_\_\_\_** (**Date**).

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (**Block Capitals of EMPLOYER**)

Signed by **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (**Signature of EMPLOYEE**)on**\_\_\_\_\_\_\_\_\_** (**Date**).

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (**Block Capitals of EMPLOYEE**)