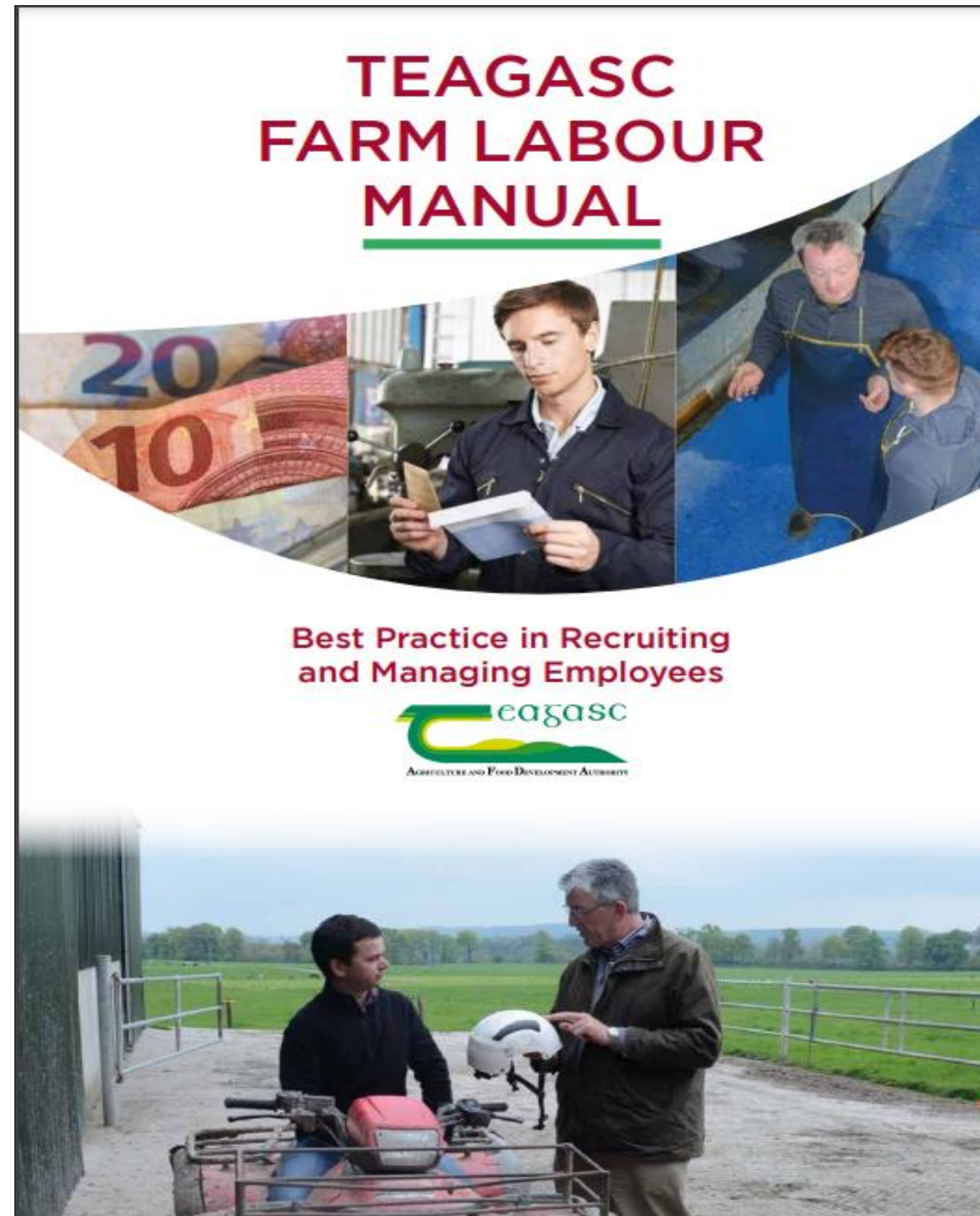


Contract of employment

- Written statement of terms of employment
- First 5 days of employment set out core terms (e.g. hours of work, pay)
- Within 1 month provide remaining terms of employment (e.g. annual leave)

Payslip

- Provided with every payment
- Show gross wage (before deductions) and details of each deduction
- Allowed deductions:
 - Required/authorised by law (e.g. PAYE, PRSI)
 - Authorised by term of employee's contract (e.g. pension)
 - If agreed in writing in advance (e.g. health insurance)



Working hours

- Max. working hours 48 per week
- 15 min. break after 4.5 hours of work
- 30 min. break after 6 hours of work (can include first 15 min. break)
- Daily rest of 11 consecutive hours in any 24 hours
- Weekly rest period of 24 consecutive hours in any 7 days, following a daily rest period
- Must keep records of working hours, including breaks, for 3 years

Take home messages

- Know your responsibilities as an employer
- Scan the QR Code to access the Teagasc Farm Labour Manual

