

CONTRACT OF EMPLOYMENT FINLAND

Employer
Employer's business location

Employee	Personal identity code
Address	

☐ Contract of employment made until further notice	☐ Fixed-term contract of employment
The working starts	Trial period applied in the employment months
Basis of fixed-term contract of employment	
Duration of fixed-term contract of employment	

Place of work or principles for the employee's working at several work stations
Main duties
Applicable collective agreement

Remuneration and other payment for the work		
Basis of remuneration		
☐ time	☐ performance	☐ other
Salary at the start of employment		
Fringe benefits		
and their monetary value ☐ taxable value ☐ other		
Pay period	Pay days	Salary will be paid into account

Hours of work			
Normal hours of work	hours / day,	hours / week,	hours / period of ☐ 2 ☐ 3 weeks

Annual leave
Length of annual leave and other related conditions are determined by the Annual Holidays Act and the collective agreement.
Additionally agreed on determination of annual leave

Period of notice is in accordance with			
☐ law	☐ or, if the employer gives notice on this Contract, will be	months	
☐ collective agreement	☐ if the employee gives notice on this Contract, will be	months	

Other terms of contract

This Contract was written in two identical copies, one for each contracting party.	
Place	Date
Employer's signature	Employee's signature

DIRECTIONS FOR FILLING IN THE CONTRACT OF EMPLOYMENT FORM

Employer:

Write the official name of the employer, not for instance a product name used by the employer.

Employer's business location:

Location of the registered office or business and its address.

Employee and personal identity code:

A personal identity code is necessary for an unambiguous identification of the employee and fulfilment of the employer's obligations. A personal identity code should not be unnecessarily entered into documents printed out or compiled on the basis of a personal data file.

Address:

An address is necessary in order that, when necessary, the employer can contact the employee and send information to him/her.

Contract of employment made until further notice/ fixed-term contract of employment:

The basis for a contract of employment is that it is valid until further notice. With justification it can be made for a prescribed period.

The working starts:

The date when the employee starts working.

Basis of fixed-term contract of employment:

Give the justification for why the contract of employment is made for a fixed term, e.g. temporary post, the employee's own request.

Duration of fixed term contract of employment:

The period of time is given in calendar time. If the date of termination is not known, the circumstance making the basis for termination will be given.

Trial period applied in the employment:

If the employer and employee agree on a trial period, its duration will be given here. As a general rule, the maximum duration of a trial period is four months. The maximum trial period in a fixed-term employment of less than eight months is half of the duration of the employment contract. If the collective agreement binding on the employer includes a provision on trial period, information on its application must be given here.

Place of work or principles for the employee's working at several work stations:

Give the place where the employee will mostly be working or from where he/she will mostly be performing his/her work.

Main duties:

The main duties or the occupational title are given.

Applicable collective agreement:

The collective agreement applicable at the start of the employment may be

- a collective agreement binding on the employer on the basis of the Collective Agreement Act (based on the organisation of the employer)

- a collective agreement which the employer is obligated to follow on the basis of its generally binding nature
- another collective agreement which the employer is to follow if he/she is not obligated to follow one of the collective agreements mentioned above.

Remuneration and other payment for the work:

The basis of wage determination: time, performance or some other basis.

Salary at the start of employment:

The amount of the basic salary or a salary grade or group in accordance with the collective agreement.

Fringe benefits and their monetary value:

The fringe benefits and their taxable value or other monetary value are given.

Pay period:

If the basis of a time-based salary is a period shorter than one week, the salary should be paid at least twice a month, and in any other case once a month.

Pay days:

The salary must be paid on the last day of the pay period, unless otherwise agreed.

If the salary falls due for payment on Saturday or on a national festival day, the salary must be paid on the preceding weekday.

Salary will be paid into account:

The name of the bank and the number of the account to which the salary is paid.

Hours of work:

The normal hours of work: hours/day; hours/week; hours/period of 2/3 weeks

Annual leave:

The length of annual leave and other conditions related to annual leave (e.g. holiday bonus) are determined by the Annual Holidays Act and the collective agreement. If something else has been agreed in addition to these, it will be mentioned here.

Period of notice is in accordance with:

The period of notice to be observed by each party must be given. If nothing is agreed on the period of notice, it will be determined by law and the collective agreement.

Other terms of contract:

Also, other information that that considered essential for the contract of employment must be given to the employee by mentioning it in the contract of employment.

Information on the conditions of employment can also be given in the form of reference to the applicable act or collective agreement.