PRIVATE AND CONFIDENTIAL

(Date)

(Employee Name)

(Employee’s Address)

Dear (Employee’s Name)

VARIATION IN CONTRACT

This letter confirms a change in your contract as follows: [FILL IN DETAILS: ie change to permanent contract; change in job role/job title; increase/decrease in hours; increase in annual leave; change to hybrid or home working\* etc].

[OPTIONAL: With the change in working pattern/hours, your new working days/hours will be:\_\_\_\_]

[OPTIONAL: FOR HOME WORKING

Place of work

Your place of work will be your UK home address and London/outside London salary banding will apply.

Your contract is an home-based contract and you will spend most of your contractual hours working at home.

Some ad-hoc travel may be required when visiting an office or another location.

If you travel, the traveling time will be regarded as part of your working hours.

Travel and other expenses will be subject to the expense policy found in ‘The Scheme of MPs’ Staffing and Business Costs’ and the accompanying guidance.]

[OPTIONAL: FOR HYBRID WORKING

Place of work

Your place of work will be the constituency/Westminster office.

Your contract is an hybrid contract which means that you are office based but you may work remotely from your home address as agreed in advance. Your attendance at the office may vary from week to week.

You may be needed to work at any other location that is reasonably required and you may need to travel between the constituency and Westminster.

If you travel between the constituency and Westminster the traveling time will be regarded as part of your working hours.

Travel and other expenses will be subject to the expense policy found in ‘The Scheme of MPs’ Staffing and Business Costs’ and the accompanying guidance.]

[OPTIONAL: With the change in working pattern/hours, your annual leave will increase/decrease, and your new annual leave entitlement is:\_\_\_]

The effective date of this change is \_\_\_\_\_\_.

All other terms and conditions of your employment will remain unchanged.

If you are willing to accept this change, please sign and return this letter [OPTIONAL: and job description] to me by \_\_\_\_\_\_\_.

Yours sincerely,

(Name) MP

I accept the change to my contract as stated above.

Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Notes:**

* **\* Home working would usually be by exception, please contact** [**membershr@parliament.uk**](mailto:membershr@parliament.uk) **for advice.**
* Once signed by both parties, this letter (and Job Description and/or Salary and Hours Amendment form) must be submitted to IPSA Payroll.
* Please keep a copy for your files.
* Please give a copy to the employee for their files.