

# *Advantage Partnership Executive Search*

## Contract of Employment Checklist

What should you include?

1. Job Description
2. Annual leave
3. Public Holidays
4. Sick/ Carers' Leave
5. Superannuation
6. Bereavement/ Compassionate Leave
7. Parental Leave
8. Long Service Leave
9. Special/ Study Leave
10. Confidentiality clause
11. Restraint of Trade
12. Dispute Settlement
13. WorkCover/ Workers Compensation clause

