

Information on principal terms of work

The employer must provide information on items 1–8 within seven days of starting work.

1. Employer and employee information

Employer	Business ID
Domicile or business location	
Employee's name	
Address	Postal code and city

2–3. Form and duration of employment contract

Start date of work
End date of fixed-term employment contract
Duration of fixed-term employment contract if an exact end date cannot be determined
Grounds for a fixed-term employment contract or notification that the contract is a fixed-term contract with a long-term unemployed person (chapter 1, section 3a of the Employment Contracts Act)

4. Trial period

Length of the trial period (no more than half of the length of the employment contract in a fixed-term employment relationship, in any case no more than 6 months)
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5. Place of work

The place where the work is to be performed (if the employee has no primary fixed workplace, an explanation of the principles under which the employee will work in various work locations or is free to determine their workplace)

6. Work tasks

The employee's principal duties

7. Pay

Grounds for determining pay and other remuneration (e.g. hourly or monthly pay or wage group of the applicable collective agreement)
Pay period

8. Working hours

Working hours to be observed

Information on items 9 to 15 must be provided within one month of starting work.

9. For variable working hours

The circumstances and extent to which the employer requires labour

Days and times of the week during which the employer may commission work without the employee's consent for each occasion (section 30 a of the Working Hours Act)

10. In temporary agency work

Name and business location of the user company (if known)

In the case of a fixed-term employment contract:

Reason for the user company's order, based on the customer contract

Duration or estimated duration of the user company's order, based on the customer contract

Estimate of other tasks that are available with the employer and correspond to the temporary agency worker's employment contract

11. Training provided by the employer

Any right to training provided by the employer based on legislation, agreement or practice

12. Annual holidays

Grounds for determining annual holidays

13. Period of notice

Period of notice or the basis for determining it

14. Applicable collective agreement

The collective agreement applicable to the work

15. Insurance information

The insurance institution / insurance institutions with which the employer has arranged the employee's pension cover and insured the employee for occupational accidents and occupational diseases

The information on item 16 must be provided before the employee leaves to work abroad.

16. Work abroad lasting at least one month

Country or countries where the work is carried out
Duration of the work
Currency in which monetary pay is to be paid
Monetary remunerations and fringe benefits provided abroad
Terms and conditions for the repatriation of the employee

If the employee is to be posted in another EU Member State:

Details of the formation of pay in the host Member State (where applicable, all bonuses paid for the posting as well as any arrangements concerning the reimbursement of travel, accommodation and meal expenses)
Link to the official national website of the host Member State providing information on the terms of employment applicable to a worker posted to the Member State in question

17. Other terms

Other terms

Signature of the person submitting the statement

Place and date	Signature
	Name in block letters

Information on principal terms of work

The employer must provide the employee with a written statement of the principal terms of employment if the employee's working hours exceed 12 hours during a period of four successive weeks. When the hours worked are calculated, the work performed by the employee for other employers belonging to the same group as the employer in question is taken into account.

The document must state at least the terms of employment specified in the Employment Contracts Act, except where these terms are already given in the written employment contract. The employer must provide a statement of the terms under items 1–8 under the Employment Contracts Act (see below) within seven days and of the terms under items 9–15 within one month of the start of the work. The information on item 16 must be provided before the employee leaves to work abroad. The information under items 4, 7 and 8 and 11–15 can be provided by referring to the legislation or collective agreement applicable to the employment relationship.

If contractual relationships are repeated, the statement does not need to be submitted again unless there is a change in the terms of employment. If there are changes in the terms of employment, the employer must give a written statement of any changes in the terms as soon as possible, but no later than when the changes enter into force, unless the changes are due to changes in legislation or a collective agreement.

Content of the statement

The statement must include information at least on the following:

1. employer, employee and their domicile or business location
2. work start date
3. the date or estimated date of termination of a fixed-term employment contract and the grounds for specifying a fixed term, or notification that the contract is a fixed-term employment contract with a long-term unemployed person as referred to in chapter 1, section 3a of the Employment Contracts Act
4. trial period
5. the place where the work is to be performed or, if the employee has no primary fixed workplace, an explanation of the principles under which the employee will work in various work locations or is free to determine their workplace
6. employee's principal duties
7. grounds for determining pay and other remuneration, and the pay period
8. working hours to be observed
9. for employees with variable working hours:
 - in what circumstances and to what extent the employer requires labour
 - days and times of the week during which the employer may commission work in accordance with section 30a of the Working Hours Act without the employee's consent for each occasion
10. in temporary agency work:
 - name and place of business of user company if they are known
 - details on the reason for and duration or estimated duration of the user company's order, based on the customer contract forming the basis for the fixed-term employment contract
 - estimate of other tasks that are available with the employer and correspond to the fixed-term temporary agency worker's employment contract
11. any right to training provided by the employer based on legislation, agreement or practice
12. grounds for determining annual holidays
13. period of notice or the basis for determining it
14. collective agreement applicable to the work
15. the insurance institution / insurance institutions with which the employer has arranged the employee's pension cover and insured the employee for occupational accidents and occupational diseases
16. in work abroad lasting at least one month:
 - country or countries where work is carried out
 - duration of the work
 - currency in which monetary pay is to be paid
 - monetary remunerations and fringe benefits applicable abroad
 - terms and conditions for the repatriation of the employee
 - in addition, in the case of posting to another EU Member State:
 - details of the formation of pay in the host Member State and, where applicable, all bonuses paid and arrangements for reimbursing travel, accommodation and meal costs
 - link to the official national website of the host Member State providing information on the terms of employment applied to a worker posted to the Member State in question.

Legislation

Employment Contracts Act (55/2001), chapter 2, section 4 Information on principal terms of work
Working Hours Act (872/2019)