**Secondment Agreement**

**(Employee Name)**

(Employee Address)

and

**(Employer Name)**

(Employer Address)

(herein after referred to as “the Company”)

**Position**

You will be seconded into the role of TITLE. You will be required to be flexible in this role and undertake any such duties assigned to you by the company. Such duties may fall outside the remit of your normal working duties.

**Commencement Date**

Your secondment to this role shall commence on ………….and end upon completion of the specified purpose of REASON FOR SECONDMENT, at which point you will revert to your original role and Terms & Conditions of employment.

The company reserves the right to conclude the secondment agreement in advance of conclusion of the project at any time, at which point the employee will receive one weeks’ secondment remuneration in lieu of notice.

**Remuneration**

Your remuneration will be €AMOUNT gross per ANNUM / HOUR during your appointment to this position.

**Line Manager**

You will be reporting to POSITION or any such individual as is expressly communicated to you during your assignment.

**Hours of Work**

Your normal hours of work will be from ............. a.m. to .............., Monday to Friday/Sunday. *(If shift work is appropriate include full details here).*

You are contracted to a minimum of X hours per week.

Some degree of flexibility may be required and you will be expected to work appropriate hours in order to carry out your responsibilities. However, it is the policy of the Company that as far as possible, extensive working hours above the norm will not occur in accordance with the European Working Time Directive.

Rest breaks will be granted in line with the Organisation of Working Time Act 1997 and will be as follows TIMES and will / will not be paid.

**Place of Work**

You will be required to work in LOCATION. Some degree of flexibility may be required as you may be required to work in a variety of locations as and when work demands.

Changes in the terms and conditions of this contract will be notified to you, following consultation and agreement, before the date of proposed change.

I accept and agree to all the above Terms & Conditions of my secondment:

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For and behalf of the Company

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_