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SCHEDULES

SCHEDULE 4

PROVISIONS SUBSTITUTED FOR SECTIONS 1 TO 6 OF 1978 ACT

PART I

EMPLOYMENT PARTICULARS

Written particulars of employment

Section 1: supplementary

2 (1) If, in the case of a statement under section 1, there are no particulars to be entered under any of the heads of paragraph (d) or (k) of subsection (3) of that section, or under any of the other paragraphs of subsection (2) or (3) of that section, that fact shall be stated.

(2) A statement under section 1—

(a) may refer the employee to the provisions of some other document which—

(i) the employee has reasonable opportunities of reading in the course of his employment, or

(ii) is made reasonably accessible to him in some other way,

for particulars of any of the matters specified in heads (ii) and (iii) of paragraph (d) of subsection (3) of section 1, and

(b) may refer the employee to the law, or, subject to subsection (3), to the provisions of any collective agreement which directly affects the terms and conditions of the employment, for particulars of either of the matters specified in paragraph (e) of that subsection.

(3) A statement under section 1 may refer the employee to the provisions of a collective agreement under subsection (2)(b) if, and only if, it is an agreement which—

(a) the employee has reasonable opportunities of reading in the course of his employment, or

(b) is made reasonably accessible to him in some other way.

(4) The particulars required by section 1(2) and the following provisions of subsection (3)—

(a) paragraphs (a) to (c),

(b) head (i) of paragraph (d),

(c) paragraph (f), and

(d) paragraph (h),

shall be included in a single document (in this Part referred to as the "principal statement").

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(5) Where before the end of the period of two months after the beginning of his employment an employee is to begin to work outside the United Kingdom for a period of more than one month, the statement under section 1 shall be given to him not later than the time when he leaves the United Kingdom in order to begin so to work.

(6) A statement shall be given to a person under section 1 notwithstanding that his employment ends before the end of the period within which the statement is required to be given.