Letter of appointment

1. The undersigned employing body:

Name | Address and telephone number

2. Employs:

Full name | Address

Date of birth | Telephone number

3. Starting: As:

Date of appointment | Job title/job description

4. Terms and conditions of appointment:

Pursuant to agreement between the Ministry of Finance and .....

Grading:

Grade ..... Seniority in grade ..... Next seniority increment: ..... date

5. Working hours:

Employment fraction ..... current working hours (average hours per week) ..... hours per week

6. Area of work:

(e.g. ministries and dependant institutions)

7. Place of work:

☐ Current place of work and service: .....

☐ Changing places of work

..... specify principal place of work

☐ District employment

..... specify district

8. Salary, wages and supplements:

Monthly salary

Current salary and any supplements (excluding employer's pension contributions) ..... DKK per month

.....

9. Pension contributions

Employee's contribution: ..... % of ..... DKK
pensionable salary/wages

Employer's contribution: ..... % of ..... DKK
pensionable salary/wages

10. Salary/wages are paid

☐ Monthly in arrears

☐ Other: .....
(specify payment period/day)

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11. Time off

☐ Time off is accrued pursuant to the Faroese Holiday Act

☐ Time off is accrued pursuant to agreement between ? and .....

To following supplements are paid

☐ 12% holiday pay, pursuant to Art. 10 of the Faroese Holiday Act

☐ Salary/wages and 1.5% holiday supplement pursuant to Art. 11.1 of the Faroese Holiday Act

☐ Other, as per agreement .....

12. Period of notice

The following rules and regulations govern the termination of the employment agreement

A. Salaried employees and salaried workers employed on conditions comparable to salaried employees

☐ This appointment is **fixed term** and terminates, without notice, by the end of the working day on: .....
date

☐ This appointment is **temporary** and both parties are entitled to terminate the employment by the following day during the first 3 months

☐ This appointment includes a **trial period** and the employing body may terminate the employment at any time during the first 3 months with 2 weeks' notice. The salaried worker is entitled to terminate the employment without notice, unless otherwise agreed (maximum 2 weeks)

Once the trial period has been completed the **employing body** may terminate the employment by the last day of a month according to the following stipulations

- For employment terminated within 5 months' employment: 1 month's notice is required
- For employment terminated before 2 years and 9 months' employment: 3 months' notice is required
- For employment terminated before 5 years and 8 months' employment: 4 months' notice is required
- For employment terminated before 8 years and 7 months' employment: 5 months' notice is required
- For employment terminated after 8 years and 7 months' employment: 6 months' notice is required

The **employee** may terminate the employment by the last day of a month with 1 month's notice.

B. Employee receiving hourly wages who is not a salaried employee

☐ The employment terminates without notice by the end of the working day

.....
date

☐ The following periods of notice apply to the appointment:

Duration of employment	Notice given by the employing body	Notice given by employee
After ..... months/years	..... days/weeks/months	..... days/weeks/months
After ..... months/years	..... days/weeks/months	..... days/weeks/months
After ..... months/years	..... days/weeks/months	..... days/weeks/months

Shortened period of notice due to illness (salaried employees and employment agreements on comparable conditions)

Employees, who have been paid salary/wages during illness for a total of 120 days over 12 consecutive months, may be given 1 month's notice of termination of employment after the end of the first full month. Provided that notice is given immediately following the 120 sick days and while the employee is still ill.
For employees paid by the hour as well as those to whom the Parliamentary Act regarding Salaried Employees does not apply, and who have a shorter period of notice than that mentioned above, the shorter period of notice shall apply.

13. Observations:

Please note

Regarding sections 4, 5, 8, 9, 10, 11, 12 and 13 please refer to the applicable agreement and legislation in force at any one time.

14. Dated and signed

Employing body	Date	Signature
The employee (who has received a copy of this document)	Date	Signature

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