

Written statement of employment particulars

Introduction

This written statement lists the 'particulars' (terms and conditions) of your employment with us as of 7 October 2026. These must be given to you under the Employment Rights Act 1996.

1 Names of the employee and employer

You, Idris Calloway, began working for Harper & Lane LLP.

Our registered address is 4 Wellington Yard, Leeds LS1 4AP.

2 Start date and continuous employment

Your employment started on 30 November 2026.

Your previous employment does not count as part of a period of 'continuous employment' (working for the same employer without a significant break).

3 Appointment type

This is a fixed term appointment, to cover Sofia Brandt's maternity leave. Your employment will end when Sofia Brandt returns from maternity leave.

Either you or we may end your employment before the fixed term ends by giving the notice set out in this statement.

4 Job title or a brief description of the job

You'll be employed as a Legal Secretary.

Your responsibilities are set out in the job description attached to this statement.

Your job description may be amended by us.

You may be required to undertake additional or other reasonable duties as necessary to meet the needs of our business. This is in addition to duties set out in the job description.

5 Pay

Your pay will be £27,500 a year.

You'll be paid monthly.

6 Place of work

Your normal place of work is 4 Wellington Yard, Leeds LS1 4AP.

7 Working hours

Your normal working days and hours are Monday to Friday, 9am to 5.30pm (37.5 hours a week), with a daily unpaid lunch break of one hour.

8 Holiday entitlement

Your holiday entitlement is 25 days a year plus bank holidays.

9 Other benefits

You're not entitled to any benefits not set out in this statement.

10 Absence and sick pay

If you're absent for work for any reason, you must inform Rachel Dunmore by telephone as soon as possible, but no later than 10am on your first day of absence.

For absences of 7 days or less, you can self-certify.

On your return to work you must complete and return a self-certification form to your manager. This must be returned before the end of your first day back at work.

For absences of 7 days or more because of sickness or injury, you must get a fit note from your doctor.

All sickness or injury absences will be added to your employment record.

You may be eligible for contractual sick pay. Full pay for up to four weeks in any rolling 12 months, then Statutory Sick Pay.

11 Other paid leave

You may be eligible for statutory paid leave, including maternity, adoption, paternity, shared parental, parental bereavement and neonatal care leave, on the terms set out in our family leave policies.

You may be eligible for additional paid leave, including compassionate leave and time off to care for dependants, on the terms set out in our leave policies.

Further information can be found in the policies on each type of leave, which are available from HR.

12 Training

We offer in-house and external training and in some cases paid time off to attend, subject to certain eligibility requirements and other conditions. Details of this training are set out in our training policy, available from HR.

We require you to complete our induction and data protection training. We will pay for the cost of this training.

13 Probation period

There is no probation period.

14 Notice period

The notice you must give to end your employment is one month.

We may end your employment at any time by giving you one month or the statutory notice you're entitled to, whichever is longer.

15 Pension arrangements

If you're eligible, we'll automatically enrol you into our occupational pension scheme in accordance with our obligations under Part 1 of the Pensions Act 2008. If you do not opt out of automatic enrolment, details of the scheme will be provided once you join.

Pension terms and conditions are set out in the scheme booklet available from HR; we contribute 5% of qualifying earnings.

16 Collective agreements

A 'collective agreement' is an agreement the employer has with employees' representatives (including trade unions) that allow terms and conditions like pay or working hours to be negotiated on behalf of employees.

There are no collective agreements.

17 Grievances

If you wish to raise a grievance, you should put it in writing to the HR Manager.

The grievance procedure which applies to you can be found in the Staff Handbook on the intranet.

18 Disciplinary rules and procedures

The disciplinary rules which apply to you can be found in the Staff Handbook on the intranet. If you're unhappy with any disciplinary decision taken in relation to you, you can appeal by writing to the Managing Partner.

Please sign and return a copy of this statement to confirm you've received and accepted these terms.

Employee's signature:

Date:

Manager's signature on behalf of the organisation:

Date: