

# Employment Contract

## Practical Information for Employees in Saxony

### Employment contract

Does not have to be set down in writing, but the employer is legally obliged to set down the essential contractual conditions in writing, sign them and hand them over to the employee no later than one month after the agreed start of the employment relationship.

**Attention! For your own safety, you should always request a written employment contract.** You should not sign the employment contract in a hurry, but check exactly what is written in it beforehand!

Employment relationship can be **unlimited** or **limited**.

### Fixed-term employment contract

Employment relationship does not end by termination, but "automatically" by expiry of the period for which it was entered into

Allowed for up to two years without objective reason; up to this total duration of two years, a fixed-term employment contract may be extended a maximum of three times.

Extension of a fixed-term employment contract is allowed.

- A fixed-term contract is not valid if a fixed-term or unlimited employment relationship has already existed with the same employer.
- fixed-term employment contracts must always be agreed in writing; if a fixed-term agreement is not made in writing (or in electronic form or notarial)
- the fixed-term employment contract is considered to be concluded for an unlimited period of time. In that case, it is an employment contract for an undetermined period of time.

**The employment contract must state the following:**

- Name and address of both contracting parties
- Beginning and duration of employment
- type of work and brief description of your duties
- Place of work (or also a reference to it if the employee can be employed in different places)
- Amount of payment (usually gross salary) including bonuses, benefits and special payments as well as other components of the salary and their due date

- Agreed working hours
- Vacation
- Deadlines for dismissal from the employment relationship
- Reference to applicable collective agreements, company or service agreements applicable to employment relationship.

Our office hours and further information can be found at [www.babs.sachsen.de](http://www.babs.sachsen.de)

**Our advice is free of charge.**

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