**Contract of Employment**

**This Contract of Employment has been made**

 **between**

**[*name*]**

**[*address*]**

**[*city and postal code*]**

**[*CVR number*]**

**(”the Company”)**

**and**

**[*name*]**

**[*address*]**

**[*city and postal code*]**

**(”the Employee”)**

**1. Commencement**

The Employee will take up his/her position with effect from [*date and* *year*]

**2. Place of work and duties**

The place of work is [*address*]

The Employee will take up the position of [*job title*]. His/her duties are specified in appendix [*number*].

**3. Salary**

The annual salary is DKK [*amount*] to be paid monthly in arrear by DKK [*amount*]. The amount will be paid into the account specified by the Employee on the last working day of the month.

The salary will be negotiated once a year [*date*]

**4. Pension**

A pension scheme will be set up with [*pension provider/fund*]. The Company will, in addition to all fixed salary components, pay [*percentage rate*] and the Employee will pay [*percentage rate*] into the pension scheme as pension contributions.

**5. Working hours**

Weekly working hours are 37 hours, excluding lunch break.

The Employee will schedule his/her own working hours, to be placed within the normal working hours of the Company.

The salary specified in 3. allows for payment of extra hours worked, which is why the Employee will not receive any additional payment. In case of ordered overtime work or an exceptional number of extra hours worked, an agreement on time off in lieu or payment will be made with the management.

**6. Holiday**

The Employee is entitled to holiday with pay under the (Danish) Holiday Act.

The specific holiday allowance under the (Danish) Holiday Act will be paid with [*percentage rate*].

24 December and 31 December are days off with full salary.

**7. Extra days**

The Employee is entitled to an additional 5 extra days per holiday year under the (Danish) Holiday Act.

Extra days unused at the end of the holiday year may, at the request of the Employee, be paid out or transferred to the next holiday year.

Extra days unused will be paid in cash in connection with resignation.

**8. Illness**

If the Employee is absent from his/her work, notice must be given as soon as possible to the Company.

In case of absence exceeding 3 days, the Company may request a medical report from the Employee’s doctor to the effect that the absence is due to illness.

The Company will pay for documentation for absence due to illness requested by the Company.

The Employee is entitled to his/her full usual salary during illness.

**9. Pregnancy, childbirth, and adoption**

The Employee is entitled to leave in connection with pregnancy, birth, and adoption under the (Danish) Consolidation Act on the Entitlement to Leave and Benefits in the Event of Childbirth.

The Company will pay full salary to the mother during the following periods:

* 4 weeks before expected birth
* 24 weeks after the birth of the child.

The Company will pay full salary to the father/co-mother in:

* 24 weeks after the childbirth.

The father/co-mother has the right to take 2 of these weeks consecutively within the first 10 weeks after childbirth. The remaining weeks can be taken after the 10th week following childbirth. However, the father/co-mother has the right to start the leave within the first 10 weeks after childbirth.

The above conditions are fully applicable in case of adoption. Full salary for 4 weeks before the expected arrival of the child is paid if the adoption authorities require that the adopted child be fetched in another country.

**10. Child’s illness**

The Employee is entitled to 2 days off with pay in case of child’s illness.

**11. Personal days**

Employees with children are entitled to 2 personal days with pay per child. The days are allocated at the beginning of a new calendar year, up to and including the year in which the child is 7 years old.

The right to personal days applies from the commencement of employment. Personal days unused by the end of the year will expire, just as the Employee will not be compensated for any remaining personal days in connection with resignation.

**12. Multimedia**

The Company will place a mobile phone, internet connection and personal computer at the disposal of the Employee. The multimedia may be used for both professional and private purposes. The Company will defray the setting-up costs and current expenses.

The Employee is aware that these benefits are taxable under current rules.

**13. Travel and entertainment**

The Employee’s expenses incurred for transportation, travel, entertainment, participation in courses, etc. in the interest of the Company will be paid by the Company according to vouchers submitted. However, the Employee is entitled to get a suitable advance on the payment of these expenses.

 **14. Duty of confidentiality and duty of loyalty**

The Employee has a duty of confidentiality both during his/her employment and after his/her resignation regarding conditions, which could be designated business secrets.

The Employee must not pass on information not universally known in his/her line of business to a third party; see Act on trade secrets.

**15. Termination**

Employment may be terminated by both Parties at the notice period laid down in the (Danish) Employers’ and Salaried Employees’ Act.

Notice period on the part of the Company:

* up to the end of 5 months’ employment, the notice period is 1 month
* up to 2 years and 9 months’ employment, the notice period is 3 months
* up to 5 years and 8 months’ employment, the notice period is 4 months
* up to 8 years and 7 months’ employment, the notice period is 5 months
* and, subsequently, 6 months.

Notice period on the part of the Employee is 1 month to expire at the end of a month.

Notice must be in writing at the end of a calendar month and reach the recipient no later than on the last day of the month.

**16. Applicable law**

The employment is governed by Danish law. To the extent that the above conditions do not place the Employee in a better position than the (Danish) Employers’ and Salaried Employees’ Act and the Holiday Act, these Acts will be applicable to the employment.

**\*\*\*\*\***

[*city*], on [*day, month, year*] [*city*], on [*day, month, year*]

The Employee for the Company