



Part 2

GENERAL TERMS AND CONDITIONS FOR WORK PERMIT HOLDERS

This document is to be filled out by the employer and is used for the protection of the employee

The Labour Department will forward a copy of this document to a prospective work permit holder

Name of Employer:

Name of Business:

Name of Employee:

Position to be held:

Start date:

End date:

Amount of salary/wages:

Time when salary/wages will be paid:

Hours/days an employee will work:

Weekly periods of rest:

Daily breaks and how long:

- Lunch: time:.....; how long:.....
- Other meals: time.....; how long:
- General breaks: time: how long:

Amount of holidays per year:

Do you require the employee to pay 50% of the work permit fee? Y N. If yes, then indicate the amount:

Will you be covering the travel to Anguilla? Y N. If yes, then indicate the flight and/or boat arrangements: Flight information and cost:

Is there a travel allowance to facilitate arrival to Anguilla? Y N. If yes, then indicate the amount:

Does this employee require a visa to travel to Anguilla Y N. If yes, then indicate the cost of the visa and who is going to pay for it:

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Other Benefits:

- Housing: Y N; if yes then indicate either the allowance amount and time of payment:OR

state the location of the house provided:.....

OR

describe the room and board if the person is living-in:

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- Transportation: Y N; if yes then indicate either the allowance amount or indicate whether a vehicle or car service will be provided:

- Health insurance: Y N

- Pension: Y N

- Gratuity:Y N

- BonusesY N

- Profit sharingY N

- Stock optionsY N

- Other: Y N

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NOTES:

- A work permit holder has the right to keep in his or her possession their travel and identity documents such as their passport and return ticket.
- An employer cannot dictate the movements of an employee after working hours.
- An employee does not have to give an account of their personal time to an employer.
- An employer cannot unilaterally change the terms and conditions of an employee or force an employee to perform tasks not in-keeping with the position held.