



Employment Rights Act 1996

1996 CHAPTER 18

PART I

EMPLOYMENT PARTICULARS

Right to statements of employment particulars

4 Statement of changes.

- (1) If, after the material date, there is a change in any of the matters particulars of which are required by sections 1 to 3 to be included or referred to in a statement under section 1, the employer shall give to the employee a written statement containing particulars of the change.
- (2) For the purposes of subsection (1)—
 - (a) in relation to a matter particulars of which are included or referred to in a statement given under section 1 otherwise than in instalments, the material date is the date to which the statement relates,
 - (b) in relation to a matter particulars of which—
 - (i) are included or referred to in an instalment of a statement given under section 1, or
 - (ii) are required by section 2(4) to be included in a single document but are not included in an instalment of a statement given under section 1 which does include other particulars to which that provision applies, the material date is the date to which the instalment relates, and
 - (c) in relation to any other matter, the material date is the date by which a statement under section 1 is required to be given.
- (3) A statement under subsection (1) shall be given at the earliest opportunity and, in any event, not later than—
 - (a) one month after the change in question, or

Status: Point in time view as at 06/04/2014. This version of this provision has been superseded.

Changes to legislation: Employment Rights Act 1996, Section 4 is up to date with all changes known to be in force on or before 29 August 2024. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations. (See end of Document for details)

- (b) where that change results from the employee being required to work outside the United Kingdom for a period of more than one month, the time when he leaves the United Kingdom in order to begin so to work, if that is earlier.
- (4) A statement under subsection (1) may refer the employee to the provisions of some other document which is reasonably accessible to the employee for a change in any of the matters specified in sections 1(4)(d)(ii) and (iii) and 3(1)(a) and (c).
 - (5) A statement under subsection (1) may refer the employee for a change in either of the matters specified in section 1(4)(e) to the law or to the provisions of any collective agreement directly affecting the terms and conditions of the employment which is reasonably accessible to the employee.
 - (6) Where, after an employer has given to an employee a statement under section 1, either—
 - (a) the name of the employer (whether an individual or a body corporate or partnership) is changed without any change in the identity of the employer, or
 - (b) the identity of the employer is changed in circumstances in which the continuity of the employee's period of employment is not broken,and subsection (7) applies in relation to the change, the person who is the employer immediately after the change is not required to give to the employee a statement under section 1; but the change shall be treated as a change falling within subsection (1) of this section.
 - (7) This subsection applies in relation to a change if it does not involve any change in any of the matters (other than the names of the parties) particulars of which are required by sections 1 to 3 to be included or referred to in the statement under section 1.
 - (8) A statement under subsection (1) which informs an employee of a change such as is referred to in subsection (6)(b) shall specify the date on which the employee's period of continuous employment began.

Status:

Point in time view as at 06/04/2014. This version of this provision has been superseded.

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