

When changes are agreed

Changes can be agreed verbally or in writing.

Agreed changes do not always have to be in writing, but it's a good idea to prevent any misunderstandings. It can also help to say when changes will take effect.

5. When changes must be in writing

If a change relates to anything that must legally be in the employee's [written document of terms and conditions](#), the employer must notify the employee of the change in writing within a month of the change taking effect.

For example, the employer should do this if the change relates to:

- the job title
- the job description
- the job location
- pay
- working hours
- holiday entitlement
- changes to collective agreements with a trade union

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