

Contract of Employment

(name and address, hereinafter referred to as "the Employer"),

and

Ms/Mr

born on / in

resident at

(hereinafter referred to as "the Employee"),

hereby conclude the following Contract of Employment:

1. Duties

a) The Employee shall be employed from

as

for the following duties:

Private servant in the household of

Ms/Mr

The place of work shall be

(b) The Employee is not permitted to enter into secondary employment.

2. General obligations

- (a) The Employee undertakes to perform the duties assigned to them with care.
- (b) The Employer undertakes to adhere to the statutory minimum labour and social standards applicable in the Federal Republic of Germany.

3. Wages

- (a) The Employee's wages shall be euro net per month¹ plus board and lodging.
- (b) The Employee shall be provided with a room of their own in the Employer's household. The Employee shall be given at least three full meals a day (breakfast, lunch and supper). The Employer shall respect section 618 of the German Civil Code (health and safety at work).
- (c) The wages shall be paid into the account specified by the Employee in arrears at the end of the month.

Name of bank

IBAN

BIC

If the Employee has no account, an account must be opened immediately after arrival at a bank located in the town where they will be working.

4. Hours of work and overtime

- (a) The Employee shall normally work 167 hours per month/38.5 hours per week. The hours of work shall be as follows:

	hrs	
to	hrs on these days of the week:	

The Employee shall have the following day(s) of the week off:

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¹ Monthly remuneration at least equal to the applicable statutory minimum wage agreed as net wages (from January 1, 2026: 2,321.30 euros per month; from January 1, 2027: 2,438.20 euros per month). The minimum wage rises regularly, the monthly payment increases accordingly. Higher wages are to be agreed for more skilled work.

- (b) If the Employee works overtime at the Employer's behest, this shall be remunerated at the normal hourly wage in line with the relevant statutory minimum wage².
- (c) The provisions of the Working Time Act must be respected.

5. Health insurance

Health insurance shall be taken out for the Employee. The monthly health insurance contributions shall be paid by the Employer. The Employer may not deduct the cost of the health insurance contributions from the Employee's wages or otherwise set them off against the wages.

6. Leave

Leave shall be granted in accordance with the provisions of the Federal Leave Act. Statutory minimum paid leave is currently 24 working days (four weeks) per year³.

7. Sickness and childbirth

- (a) The Employer shall continue to pay the Employee their normal wages for six weeks should the Employee be unable to work due to illness through no fault of their own (paid sick leave).
- (b) The Employer shall respect the provisions of the Act on the Protection of Working Mothers.

8. Termination

- (a) Written form is required for any termination of the employment, be it by giving unilateral notice or by contractual agreement.
- (b) The employment may be terminated by both parties by giving four weeks' notice to the middle (15th) or end of any calendar month. In all other respects the statutory notice periods shall apply.
- (c) Nothing in this Contract shall prejudice the right of the parties to terminate it for good cause pursuant to section 626 of the German Civil Code. Should any such

² Statutory minimum wage per hour as net pay: from January 1, 2026: €13.90; from January 1, 2026: €14.60.

³ The Federal Leave Act is based on a working week of six days (Monday to Saturday). Employees are entitled to 20 days (four weeks) leave if they work a five-day week.

termination for good cause be invalid, notice shall be deemed to have been given to the next permissible date.

9. Reference

The Employer must provide the Employee with a reference at the end of the employment.

10. Passport, protocol ID card, return travel costs

- (a) The Employee shall at all times retain full control over their passport and protocol ID card.
- (b) The Employer shall assume the cost of the Employee's return journey to their home country after the end of the employment.

11. Amendments to the Contract

Any collateral agreements, amendments or modifications to this Contract must be made in writing to be effective.

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(place)

(date)

(Employer's signature)

(Employee's signature)