

# Citizens Advice Hampshire - Introduction to Employment

## Handout 1 - Employment Rights Summary

<p>Employees <b>ALSO</b> have the right to:</p>	<ul style="list-style-type: none"> <li>• Statutory Redundancy Payment (only after 2 years)</li> <li>• not be dismissed Unfairly (only after 2 years, unless it's an automatically unfair reason e.g. whistleblowing, asserting a statutory right, pregnancy)</li> <li>• written reasons for dismissal (only after 2 years)</li> <li>• minimum notice period</li> <li>• written statement of terms and conditions</li> <li>• use a grievance procedure</li> <li>• not be disadvantaged by Union Membership status</li> <li>• workplace information and consultation (50+ employees)</li> <li>• paid time off for trade union officials, H&amp;S duties, to look for work (in redundancy situations)</li> <li>• unpaid time off for dealing with emergencies, attending trade union activities, public duties (e.g. jury service)</li> <li>• ask for unpaid time off for training (16-18 yr olds)</li> <li>• ask for flexible working</li> <li>• time off for ante-natal care</li> <li>• maternity, paternity or adoption leave</li> <li>• SMP, SSPP, SAP</li> <li>• not suffer detriment or dismissal in relation to pregnancy, maternity leave, paternity leave or parental leave</li> <li>• an itemised payslip</li> </ul>
<p>Workers <b>ALSO</b> have the right to:</p>	<ul style="list-style-type: none"> <li>• Equal Pay</li> <li>• National Minimum Wage (check details and exceptions)</li> <li>• Statutory Sick Pay</li> <li>• not have unauthorised deductions made</li> <li>• work no more than 48 hours per week (unless they agree in writing)</li> <li>• Breaks</li> <li>• Minimum 5.6 weeks holiday or holiday pay (inclusive of statutory holidays)</li> <li>• Protection from detriment or dismissal for making a protected disclosure (whistleblowing)</li> </ul>
<p>Self-Employed have the right to:</p>	<ul style="list-style-type: none"> <li>• Contractual Rights: anything agreed between the parties to the contract, implied and/or express, written or unwritten.</li> <li>• Protection from Discrimination under the Equality Act</li> <li>• Health and Safety: applies equally to people at a workplace who are not directly employed by the employer but who are working at the premises, e.g contract workers, agency workers, visitors, and anyone else.</li> </ul>