Why Thomas Dunton Solicitors?

Employment law can be complicated, so it's always advisable to seek the help of a trained professional, such as ourselves, to avoid any unnecessary challenges within your business.

Here at Thomas Dunton, we pride ourselves in providing straight forward legal advice for you. This, we believe, helps to ensure everything proceeds in your case as smoothly as possible. We will also be clear on costs and regularly keep you updated as the matter progresses.

For advice on any employment law matter, contact us directly on 01689 822554 or at employment@thomasdunton.co.uk to see how we can help.

- **Employment Contracts**
- **Data Protection Act**
- **Human Rights**
- **Health & Safety**
- **Grievance & Disciplinary**
- **Unfair Dismissal**
- **Redundancy**
- **Discrimination**

Our **Pocket Employment Guide**, providing more information on employment rates and entitlements is available via our website or by calling our office directly.

It is important to note that this guide is not a full statement of the law. The information in this leaflet is of a general nature and may not reflect your individual circumstances. You should receive individual advice before taking any action.

www.thomasdunton.co.uk

THOMAS DUNTON SOLICITORS

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Solicitors Regulation Authority

Accredited Children Law – The Law Society

Accredited Personal Injury – The Law Society

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resolution – first for family law

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Contracted with the **Legal Aid** *agency*

reviewsolicitor

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An Employer's guide to

Employment Law

LOCAL PROFESSIONAL TRUSTED

Employment law regulates the relationship between employers and employees. It governs what employers can expect from employees, what employers can ask employees to do, and employees' rights at work.

All employees, whether they are full time, part time, self-employed, or temporary, agency or fixed-term workers, have certain rights (statutory and/or part of their contract). As an employer, you therefore need to be aware of your rights and the different rights of your employees.

Here we outline what all employees and workers are entitled to as a minimum:

A written statement of particulars of employment

Employers often include the written statement of employment particulars in their contract of employment. The statement must include certain information. We can assist you with the preparation of this, and consider other issues the law requires to be taken into account. Such as:

- **Holiday Entitlement**
- **Data Protection Act**
- **Health and Safety**
- **IT/Email Policy**
- **Grievance Procedure**
- **Disciplinary Procedure**
- **Appeals Procedure**
- **Age Discrimination**

For more information,
please contact our employment solicitor on directly on **0800 358 2757**, email **employment@thomasdunton.co.uk** or visit **www.thomasdunton.co.uk**

A pay slip

Either at the time or prior to any payment of salary being made, a written itemised pay statement ("pay slip") must be provided for an employee or worker. It should include the gross salary, any deductions, the net salary and, if the amount of salary varies due to the number of hours worked, details of this.

National Minimum Wage

As determined by the government. Irrespective of the size of your business, this hourly rate will need to be adhered to. More information can be found in our **Pocket Employment Guide**, which is published annually.

Paid annual leave

Most workers who work a 5-day week must receive at least 28 days' paid annual leave a year. This is the equivalent of 5.6 weeks of holiday.

Amounts are pro-rata for those that work less than 5 days a week.

An employer can include bank holidays as part of statutory annual leave.

NB: From 1 April 2024, both workers with irregular working hours and part-year workers will accrue holiday in hours, based on 12.07% of the hours they work in a pay period, up to a maximum of 5.6 weeks.

Right to payments and leave (parental/ maternity/adoption/bereavement/carer's)

There are a variety of parental entitlements, some of which are subject to sufficient continuous service, and/or notice, by the employee. See our website or **Pocket Employment Guide** for more details.

Right to be accompanied to a disciplinary or grievance hearing

Where an employee or worker is invited to attend a disciplinary or grievance hearing, they have a right to be accompanied at the hearing by one companion who is either a trade union representative or a colleague.

Discrimination

Employees and workers have a right to not be treated less favourably because of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Not to be unfairly dismissed

If you decide to terminate an employee's contract you must do this fairly. The different types of dismissal include fair dismissal, unfair dismissal, constructive dismissal and wrongful dismissal.

We are able to advise on these procedures before you begin this process.

Minimum notice period

You are required to give employees a minimum period of notice, dependent on the length of their employment with you.

Statutory Redundancy Payment

An employee has a right to receive a redundancy payment if they are dismissed by reason of redundancy. Any redundancy payment is subject to the employee being employed for two years or more and there is a statutory maximum that can be claimed.

Don't leave legal issues too late: seek advice at the earliest stage.