



Employment Law

As an employer you should be aware of your rights and the rights of your staff.

Whether they are employed full time, part time, self-employed, temporary, agency or fixed term workers. They will all have certain rights, whether statutory, or part of their contract.

Terms and Conditions

You are obliged to give your employees a statement of their terms and conditions. We can assist you in preparing 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

The National Minimum Wage and Living Wage

Your employees will need to be paid either the national Minimum Wage or the Living Wage. What you pay them will be determined by their age. Irrespective of the size of your business, this hourly rate will need to be adhered to. More information about these rates can be found in our Pocket Employment Guide which is published annually.

Our areas of expertise in Employment Law include:

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

Working Time regulations

If you expect staff to work long hours, you have to consider the legal restrictions. An average of 48 hours per week is the limit a worker may be required to work. Although they may choose to work more if they want to. An average of 8 hours in every 24 is the limit that night-workers may be required to work.

Workers are also entitled to:

- A right to free health assessments for night workers
- A right to 11 hours rest a day
- A right to a day off each week
- A right to an in-work break if the working day is longer than 6 hours
- A right to 5.6 weeks paid leave per year

Agency Workers

Hirers will also have a responsibility to ensure their workers are receiving their new entitlements. Failure to do so may result in legal action being taken against them.

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A client guide to

Employment Law

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Shared Parental Leave

Shared Parental Leave (SPL) and pay is applicable to parents who have had children born after April 2015.

The right to shared parental leave (SPL) and statutory shared parental pay (ShPP) enables eligible employees who are parents (whether by birth or adoption) to take paid and/or unpaid leave within the first year of their child's life or the first year after their child's placement for adoption. It allows mothers to shorten their maternity leave to allow their partner to take SPL.

If employees opt into the SPL regime, enabling the balance of their untaken leave and pay to be shared between them, they can choose how they divide their entitlement of up to a maximum of 50 weeks of SPL and 37 weeks of ShPP.

Dismissal Procedures

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.

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

For more information, please contact us on 01689 822554 or visit our website www.thomasdunton.co.uk

Why Thomas Dunton Solicitors?

Our employment department prides itself in giving straight-forward legal advice. We will do our best to advise you and to ensure that everything proceeds in your case as smoothly as possible.

We will give you the clearest information possible about costs and keep you updated about the issues as the matter progresses.

The information in this leaflet is of a general nature and may not reflect your individual circumstances. Please also note that details may change.

For advice on any employment law issues, please contact our Employment department on 0800 358 2757 or email employment@thomasdunton.co.uk or business@thomasdunton.co.uk

Our Pocket Employment Guide, providing up to date information on employment rates and information, can be downloaded from our website or by calling the above number.



This guide is not a full statement of the law. Individual advice should be taken before taking any action. The information in this leaflet is of a general nature and may not reflect your individual circumstances. Please also note that details may change.

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Here at Thomas Dunton Solicitors, we have been serving the community for over 40 years.

Our reputation as a competent, professional and compassionate law firm is echoed in our recent annual client survey:

93% of our clients said they would recommend us to their friends and family.



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