

Employment- Quick Facts 2016

National Minimum wage

Category of worker	From 1 Oct 2015	From 1 October 2016
Apprentice	£3.30	£3.40
Aged 16-17	£3.87	£4.00
Aged 18-20	£5.30	£5.55
Aged 21-24	£6.70	£6.95
25 + (National Living Wage)		£7.20
Accommodation offset	£5.35	£6.00

Sick pay from 6 April 2016

Payment	Rate	Maximum period
Statutory sick pay	£88.45	28 weeks

Statutory minimum notice to employers

Length of employment	Notice required
Under 1 month	No statutory notice requirement
1 month or more	1 week

Statutory minimum notice to employees

Length of employment	Notice required
Under 1 month	No statutory notice requirement
1 month to 2 years	1 week
2 years to 12 years	1 week for each completed year of employment
12 years or more	12 weeks

Calculating statutory redundancy pay

1½ week's pay	Each year in employment aged 41+
1 week's pay	Each year in employment aged 22-40
½ week's pay	Each year in employment aged 21 and under
Maximum week's pay	£479
Maximum number of years	Last 20 worked



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Working time (subject to some exceptions and special cases)

Type of leave	Minimum amount
Paid annual leave	5.6 weeks
Rest break after 6 hours	20 minutes (30 minutes after 4½ hours for 16-17 year olds)
Daily rest period	11 hours (12 hours for 16-17 year olds)
Weekly rest period	24 hours for (48 hours for 16-17 year olds)
Maximum average working time	48 hours per week (in last 17 weeks)

Family friendly payments

	From 6 April 2016	Maximum period
Statutory Maternity Pay (higher rate)	90% of normal weekly earnings	6 weeks
Statutory Maternity Pay (basic rate)	£139.58 or 90% of normal weekly earnings if lower	33 weeks
Maternity Allowance	£139.58 or 90% of normal weekly earnings if lower	39 weeks
Statutory Paternity Pay	£139.58 or 90% of normal weekly earnings if lower	2 weeks
Statutory Shared Parental Pay	£139.58 or 90% of normal weekly earnings if lower	39 weeks
Statutory Adoption Pay	£139.58 or 90% of normal weekly earnings if lower	39 weeks

Family friendly leave

	Maximum entitlement
Statutory maternity	52 weeks (26 weeks ordinary and 26 weeks additional)
Shared parental leave	52 weeks (26 weeks ordinary and 26 weeks additional)
Statutory adoption	52 weeks (26 weeks ordinary and 26 weeks additional)
Statutory paternity	2 weeks
Parental leave	18 weeks unpaid in respect of children up to their 18th birthday
Time off for dependants	Reasonable amount

Compensation limits from 6 April 2016

Complaint	Maximum award
Discrimination	Unlimited
Unfair dismissal: • Basic award (to 5 April 2017) • Compensatory award	£14,370 £78,962 (or one year's salary if lower)
Additional award for failure to reinstate	26 to 52 weeks' pay (£12,454 to £24,908)
A week's pay used to calculate basic awards and statutory redundancy payments	£479
Statutory redundancy pay	£14,370
Dismissal for acting as union or employee representative or for pension trustee reasons: • Basic award • Compensatory award	£14,370 (minimum £5,853) £78,962 (or one year's salary if lower)
Dismissal for health and safety reasons: • Basic award • Compensatory award	£14,370 (minimum £5,853) No limit
Dismissal for making a protected disclosure: • Basic award • Compensatory award	£14,370 No limit
Contract claims	£25,000 in the Employment Tribunal (no limit in the High or County Courts)
Failure to conduct collective consultation	90 days' actual pay
Failure to inform or consult over a TUPE transfer	13 weeks' actual pay
Breach of right to be accompanied	2 weeks' pay (up to £958)
Breach of flexible working regulations	8 weeks' pay (up to £3,832)
Failure to give statement of employment particulars	£958 to £1,916
Guarantee pay of no work is provided	£26.00 per day up to a maximum of up to £130 in any 3 month period

Qualifying periods and time limits

Complaint	Qualifying period	Time to bring claim
Discrimination	None	3 months from the date of the act complained of
Equal pay	None	6 months from the last day of employment for claims in the Employment Tribunal (6 years from breach in the High Court or County Court)
Written reasons for dismissal	2 years	3 months starting from EDT*
Unfair dismissal	2 years	3 months starting from EDT*
Automatically unfair dismissal e.g. pregnancy, health & safety and whistleblowing	None	3 months starting from EDT*
Statutory redundancy payment	2 years	6 months from relevant date
Failure to conduct collective consultation	None	3 months starting with the date the last dismissal takes effect
Failure to consult under TUPE	None	3 months from the date of the transfer
Written particulars of employment	1 month	3 months from the date employment ceased
Contract claim	None	3 months from EDT* in the employment tribunal (6 months from breach in the High Court or County Court)

*EDT – effective date of termination