

Family Friendly Leave

Type of leave	Minimum amount
Statutory maternity leave	52 weeks (26 weeks ordinary and 26 weeks additional). First 2 weeks is compulsory
Statutory paternity leave	2 weeks
Statutory adoption leave	52 weeks (26 weeks ordinary and 26 weeks additional)
Parental leave	18 weeks unpaid per child in respect of children aged under 18
Time off for dependants	'Reasonable' amount (unpaid)
Shared parental leave	50 weeks

Family Friendly Payments

Type	From 06 Apr 2016	Max period
Statutory maternity pay (SMP) (higher rate)	90% of normal weekly earnings	6 weeks
Statutory maternity pay (SMP) (basic rate)	£139.58 a week or 90% of normal weekly earnings if lower	33 weeks
Statutory paternity pay	£139.58 a week or normal weekly earnings if lower	2 weeks
Maternity allowance (MA)	£139.58 a week or 90% of normal weekly earnings if lower	39 weeks
Maximum occupational maternity pay under Burgundy Book*	Full pay (offset against SMP or MA)	4 weeks
	90% of a weeks' salary (offset against SMP or MA)	2 weeks
Maximum occupational maternity pay under Burgundy Book*	Half pay & SMP (provided this does not exceed full pay)	12 weeks
	90% of a weeks' salary (offset against SMP or MA)	6 weeks
Maximum occupational maternity pay under Green Book**	Half pay & SMP or MA (provided this does not exceed full pay)	12 weeks
	90% of normal weekly earnings	6 weeks
Statutory adoption pay (higher rate)	£139.58 a week or 90% of normal weekly earnings if lower	33 weeks
Statutory adoption pay (basic rate)	£139.58 a week or 90% of normal weekly earnings if lower	33 weeks
Statutory shared parental leave pay	£139.58 a week or 90% of normal weekly earnings if lower	37 weeks

Sick Pay (from 06 April 2016)

Category	Qualifying period of service	Rate	Maximum period
Statutory sick pay (SSP)	None	£88.45	28 weeks
Occupational sick pay under the Burgundy Book ⁺	During year 1	Full pay (inclusive of SSP)	25 days
		After 4 months service half pay (inclusive of SSP)	50 days
	During year 2	Full pay (inclusive of SSP)	50 days
		Half pay (inclusive of SSP)	50 days
	During year 3	Full pay (inclusive of SSP)	75 days
		Half pay (inclusive of SSP)	75 days
	During year 4 & further years	Full pay (inclusive of SSP)	100 days
		Half pay (inclusive of SSP)	100 days
Occupational sick pay under the Green Book ⁺⁺	During year 1	Full pay (inclusive of SSP)	1 month
		After 4 months service half pay (plus SSP, provided the total sum does not exceed the normal pay)	2 months
	During year 2	Full pay (inclusive of SSP)	2 months
		Half pay (plus SSP, provided the total sum does not exceed the normal pay)	2 months
	During year 3	Full pay (inclusive of SSP)	4 months
		Half pay (plus SSP, provided the total sum does not exceed the normal pay)	4 months
	During years 4 & 5	Full pay (inclusive of SSP)	5 months
		Half pay (plus SSP, provided the total sum does not exceed the normal pay)	5 months
	After 5 years	Full pay (inclusive of SSP)	6 months
		Half pay (plus SSP, provided the total sum does not exceed the normal pay)	6 months

National Minimum Wage

Category of Worker	From 01 Apr 2016	From 01 Oct 2016
Aged 25+	£7.20 per hour	£7.20 per hour
Aged 21-25	£6.70 per hour	£6.95 per hour
Aged 18-21	£5.30 per hour	£5.55 per hour
Aged 16-17	£3.87 per hour	£4.00 per hour
Apprentice***	£3.30 per hour	£3.40 per hour

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
Statutory maximum week's pay	£479
Statutory maximum number of years	Last 20 worked

Working Time (subject to some exceptions & special cases)

Type of leave	Minimum amount
Paid annual leave	5.6 weeks
Rest break after 6 hours	20 minutes (30 minutes after 4.5 hours for 16-17 year olds)
Daily rest period	11 hours (12 hours for 16-17 year olds)
Weekly rest period	24 hours (48 hours for 16-17 year olds)
Maximum average working time	48 hours per week (in the last 17 weeks)

Compensation Limits (correct as of 06 April 2016)

Complaint	Maximum Award
Unfair dismissal:	
• Basic award	£14,370
• Compensatory award	£78,962* <small>(unlimited in certain circumstances)</small>
Discrimination	Unlimited
A week's pay used to calculate basic awards and statutory redundancy payments	£479
Maximum statutory redundancy pay	£14,370
Dismissal for union or employee representatives or pension trustee reasons:	
• Basic award	£14,370 <small>(minimum £5,853)</small>
• Compensatory award	£78,962*
Dismissal for health and safety reasons:	
• Basic award	£14,370 <small>(minimum £5,853)</small>
• Compensatory award	No limit
Dismissal for protected disclosure reasons:	
• Basic award	£14,370
• Compensatory award	No limit
Contract claims	£25,000 in the Employment Tribunal <small>(no limit in the High or County Courts)</small>
Failure to conduct collective consultation	90 days' gross pay per employee
Failure to inform or consult over a TUPE transfer	13 weeks' gross pay per employee
Breach of right to be accompanied	2 weeks' pay <small>(up to £958)</small>
Breach of flexible working regulations	8 weeks' pay <small>(up to £3,832)</small>
Failure to give statement of employment particulars	£958 to £1,916

Qualifying Periods & Time Limits

Complaint	Qualifying Period	Time limit to bring a claim
Unfair dismissal	2 years	3 months starting from EDT**
Discrimination	None	3 months from the date of the act complained of
Equal pay	None	6 months from the last day of employment in the Employment Tribunal <small>(6 years from the breach in the High or County Court)</small>
Written reasons for dismissal	2 years	3 months starting from EDT**
Automatically unfair dismissal e.g. pregnancy, health & safety, and whistle blowing	None	3 months starting from EDT**
Statutory redundancy payment	2 years	6 months from 'relevant date' <small>(date of termination)</small>
Failure to conduct collective consultation	None	3 months starting with the date the last dismissal takes effect
Failure to pay a protective award	None	3 months starting with the last day in respect of which the complaint is made
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
Breach of contract claim by employee	None	3 months starting from EDT** in Employment Tribunal <small>(6 years from the breach in the County or High Court)</small>
Less favourable treatment/suffering a detriment because of part time status	None	3 months from the date of less favourable treatment or detriment to which the complaint relates
Less favourable treatment because of fixed term status	None	3 months from the date of less favourable treatment or detriment to which the complaint relates

Minimum Notice to Employers

Category	Length of employment	Notice required
Statutory	Under 1 month 1 month or more	No notice required 1 week
Green Book**	From commencement of employment	One pay period
Burgundy Book ⁺	From commencement of employment	2 months notice, or in the summer term*** 3 months notice, terminating at the end of a school term <small>(subject to compliance with the statutory notice provisions)</small>

Minimum Notice to Employees

Category	Length of employment	Notice required
Statutory & Green Book**	Under 1 month 1 month to 2 years 2 years to 12 years Over 12 years	No notice required 1 week 1 week for each completed year of employment 12 weeks
Burgundy Book ⁺	From commencement of employment	2 months notice, or in the summer term*** 3 months notice, terminating at the end of a school term <small>(subject to compliance with the statutory notice provisions)</small>

⁺ **Burgundy Book:** Conditions of service for school teachers in England & Wales

⁺⁺ **Green Book:** National Agreement on pay and conditions of service for Local Government services

⁺⁺⁺ Summer term means from 1st May to 31st August

* Capped at 52 weeks' pay (if less)

** EDT means Effective Date of Termination

*** Applies to apprentices under 19 years of age or those aged 19 and over, but in their first year of their apprenticeship



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