

## QUICK REFERENCE GUIDE

Updated October 2011

### NATIONAL MINIMUM WAGE

Age 21 and over	£6.08 per hour
Age 18 -20	£4.98 per hour
Age 16-17	£3.68 per hour
Apprentices (under 19, or 19 or over and in the first year of their apprenticeship)	£2.60 per hour
<b>Accommodation off-set</b> – max deduction per day from NMW where employer provides accommodation	£4.73 per day

### PARENTAL PAYMENTS

Type of payment	Maximum period	Current rate
Statutory maternity pay (higher rate)	6 weeks	90% of normal weekly earnings
Statutory maternity pay (basic rate)	33 weeks	£128.73 a week, or 90% of normal weekly earnings if lower
Maternity allowance	39 weeks	£128.73 a week, or 90% of normal weekly earnings if lower
Statutory paternity pay	2 weeks (plus an additional 24 weeks subject to eligibility)	£128.73 a week, or 90% of normal weekly earnings if lower
Statutory adoption pay	39 weeks	£128.73 a week, or 90% of normal weekly earnings if lower

### SICKNESS PAYMENTS

Type of payment	Maximum period	Current rate
Statutory sick pay (standard rate)	28 weeks in any 3 years	£81.60

## COMPENSATION LIMITS

Employment Right	Maximum award
<b>Limit on a week's pay (gross)</b> for calculating statutory redundancy payments and basic awards	£400
<b>Unfair dismissal</b>	
- basic award	£12,000
- compensatory award	£68,400
- additional award for failure to reinstate	£10,400 - £20,800
<b>Redundancy pay</b>	£12,000
<b>Discrimination</b>	No limit
<b>Breach of contract in employment tribunal</b>	£25,000

## QUALIFICATION PERIOD AND TIME LIMITS FOR BRINGING A CLAIM

Complaint	Qualifying period	Time limit in which to bring claim
<b>Dismissal</b>		
- written reasons for dismissal	1 year	3 months starting from effective date of termination
- unfair dismissal	1 year (but reduced to none or 1 month in certain cases)	3 months starting from effective date of termination
<b>Redundancy</b>		
- redundancy payment	2 years	6 months from relevant date
- failure to consult over proposed redundancies	N/A	Either before dismissal or 3 months starting with date on which dismissal takes effect
<b>Discrimination</b>		
- any discrimination claim	None	3 months from date of last act complained of
- equal pay	None	6 months starting from termination of employment
<b>Contract Claim</b>	None	At Employment Tribunal – 3

		months from effective date of termination or last day worked At Court – 6 years from breach of contract
<b>Failure to inform and consult over collective redundancies</b>	None	90 days actual pay
<b>Failure to inform and consult over a TUPE transfer</b>	None	13 weeks actual pay
<b>Failure to give statement of employment particulars</b>	Two months	2 – 4 weeks pay (capped)
<b>Breach of flexible working regulations</b>	None	Up to 8 weeks pay (capped)