

Annual Leave

Entitlement	5.6 weeks' paid annual leave a year (can include bank holiday as part of annual leave).
Eligibility	Must be a worker (including agency workers, worker with irregular hours or workers on zero-hours contract).
Calculation	[number of days worked per week] x 5.6 = holiday entitlement For Example: if your employee is a part-time worker and works 3 days a week: 3 x 5.6 = 16.8 days

Statutory notice periods

Up to 2 years' employment	1 week
More than 2 years' employment	1 week per complete year of employment up to a maximum of 12 weeks' notice.

National minimum wage	From 1 April 2023 to March 2024	From 1 April 2024 to March 2025
National Living Wage (Age 23+):	£10.42	£11.44
21-22 years old (from 1 April 2024 entitled to National Living Wage):	£10.18	£11.44
18-20 years old:	£7.49	£8.60
16-17 years old:	£5.28	£6.40
Apprentice rate:	£5.28	£6.40
Accommodation offset:	£9.10	£9.99

Parental leave

Type	Pay
Maternity (or Shared Parental Leave) Up to 52 weeks (39 weeks paid leave)	90% employee's average weekly earnings for first 6 weeks. The following 33 weeks are paid as below:
Paternity Leave Up to 2 weeks	£184.03 or 90% employee's average weekly earnings (whichever is lower).
Parental Bereavement Leave (if their child under 18 dies or if the employee has a still birth after 24 weeks of pregnancy)	Previous rate (up to 1 st April 2024): £172.48
2 weeks	
Statutory Sick Pay (weekly)	£109.40 (2023) £116.75 (from 8 th April 2024)

Redundancy

Eligibility	Entitlement	Calculation
Must be an employee, working with a continuous period of employment of at least 2 years (either with one employer or multiple if transferred under TUPE).	Under the age of 22 – 0.5 weeks' gross pay Age 22 to under 41 – 1 weeks' gross pay Age 41 and older – 1.5 weeks' gross pay A week's gross pay is currently capped at £643. (2024 weekly gross pay cap TBC)	The relevant entitlement multiplied by the number of complete years employed (capped at 20 years).

Example: an employee aged 32 worked for the same employer for 5 years and was made redundant. His weekly wage is £356.40. His redundancy pay would be calculated as follows: 5 x 356.40 = £1,782.00.

Compensation limits for employment claims

Breach of contract:	Failure to state particulars of employment:	Breach of right to be accompanied to a disciplinary or grievance hearing:	Breach of flexible working regulations:
capped at £25,000 in the Employment Tribunal	between 2 to 4 weeks' pay	up to 2 weeks' pay	maximum of 8 weeks' pay
Unfair Dismissal:	Compensatory award:	Additional award for non-compliance with a reinstatement or re-engagement order:	
Basic award: Award calculated in the same way as redundancy payments detailed above, subject to a maximum of £19,290.	Up to £105,707 or 52 weeks' pay (whichever is lower);	Minimum award is 26 weeks' pay or £16,718 (whichever is lower); Maximum award is 52 weeks' pay or £33,436 (whichever is lower).	

Qualifying periods and time limits

Statutory right	Time limit for complaint	Qualifying period
Written reasons for dismissal	3 months starting from date of effective date of termination (EDT)	2 years
Unfair Dismissal	3 months starting from EDT but may be extended;	2 years
Right to statutory redundancy payment	6 months starting from relevant date	2 years
Wrongful Dismissal	3 months in the Employment Tribunal; 6 years in the civil courts	No qualifying period