

EMPLOYMENT LAW FACT SHEET

Initial Employment Particulars – a checklist

- Name of Employer and Employee + # @
- Date on which employment began + # @
- Date of commencement of continuous employment + # @
- Rate of remuneration + # @
- Intervals at which remuneration paid + # @
- Any terms and conditions relating to hours of work + # @
- Any terms and conditions relating to entitlement to holidays with sufficient precision to enable entitlement and pay in lieu on termination to be calculated + # @
- Any terms and conditions relating to incapacity for work due to sickness or injury * @
- Any terms and conditions relating to pensions and pension schemes * @
- Length of notice that obliged to give and entitled to receive @
- Job title or brief description of work employed to do + # @
- Unless permanent, expected duration or end date of fixed term @
- Place of work or where various places, those places and the address of the employer + # @
- Any collective agreements affecting the terms and conditions, including where the employer is not a party, the persons by whom they were made * @
- Where the employee is required to work outside the UK for a period of more than a month @
 - The length of that period
 - The currency in which remuneration is to be paid whilst working outside the UK
 - Any additional remuneration payable or benefits to be provided by reason of being required to work outside the UK
 - Any terms and conditions relating to return to the UK
- Any disciplinary rules applicable * #
- Any disciplinary/dismissal procedure applicable* #
- Details of person to whom the employee can apply if dissatisfied with any disciplinary decision or decision to dismiss #
- Details of the person to whom the employee can apply for redress of any grievance and the manner of the application. #
- Details of the steps consequent to a grievance being raised * #
- Whether there is a contracting out certificate in force or not. #

Key

- * Employer may refer the employee to some other document which is reasonably accessible to the employee.
- + Employer must put these details into a single document.
- # Employer's duty to give a statement of particulars will be satisfied so long as these details are included in a contract or letter of engagement.
- @ Employer must state in statement of particulars if there are no particulars to be entered under this heading.

Increase in the National Minimum Wage rates

From 1 October 2007, the National Minimum Wage is as follows:

- Adult rate (workers aged 22 and over) increased from £5.35 to £5.52 per hour.
- Development rate for 18-21 year olds increased from £4.45 to £4.60 per hour.
- Development rate for 16-17 year olds increased from £3.30 to £3.40 per hour.

Increase in Minimum Annual Leave Entitlement

- From 1 October 2007, workers are entitled to an additional 0.8 week's holiday (on top of their current 4 week entitlement) i.e. 24 days.
- From 1 April 2009, workers will be entitled to a further additional 0.8 week's holiday i.e. 28 days
- The maximum statutory holiday entitlement will be 28 days.

Where employers already provide 28 days' holiday each year, they will not be required to provide further holiday because of these changes.

Statutory Payments for Time off work

- Maternity pay - £112.75 gross per week
- Adoption pay - £112.75 gross per week
- Paternity pay – £112.75 gross per week
- Sick pay - £72.55 gross per week

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6 November 2007