

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		Parental leave				
Up to 2 years' employment	1 week	Type	Entitlement Pay			
More than 2 years' employment	1 week per complete year of employment up to a maximum of 12 weeks' notice.	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:			
National minimum wage		Paternity	Up to 2 weeks £151.97 or 90% employee's average weekly earnings (whichever is lower). From 11th April 2022: cap on weekly payments shall be increased to £156.66			
	From 1 April 2021 to March 2022	Parental Bereavement Leave (if their child under 18 dies or if the employee has a still birth after 24 weeks of pregnancy)	2 weeks			
National living wage (Age 23+):	£8.91	from 1 April 2022 to March 2023	£9.50			
21-22 years old:	£8.36		£9.18			
18-20 years old:	£6.56		£6.83			
16-17 years old:	£4.62		£4.81			
Apprentice rate:	£4.30		£4.81			
Accommodation offset:	£8.36		£8.70			
Redundancy		Entitlement	Calculation			
Eligibility	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 £544. Cap from 6 April 2022: 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						
Qualifying periods and time limits						
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:	Statutory right	Time limit for complaint	Qualifying period
capped at £25,000 in the Employment Tribunal	between 2 to 4 weeks' pay	up to 2 weeks' pay	maximum of 8 weeks' pay	Written reasons for dismissal	3 months starting from date of effective date of termination (EDT)	2 years
Unfair Dismissal:	Compensatory award:	Additional award for non-compliance with a reinstatement or re-engagement order:		Unfair Dismissal	3 months starting from EDT but may be extended;	2 years
Basic award:	Up to £89,493 or 52 weeks' pay (whichever is lower);	Minimum award is 26 weeks' pay or £14,144 (whichever is lower);	Maximum award is 52 weeks' pay or £28,288 (whichever is lower).	Right to statutory redundancy payment	6 months starting from relevant date	2 years
Award calculated in the same way as redundancy payments detailed above, subject to a maximum of £16,320.				Wrongful Dismissal	3 months in the Employment Tribunal; 6 years in the civil courts	No qualifying period