

If you want to get a fair deal at work, it's important to know your rights

Some rights apply to everyone in the workforce. Whatever your age, you are entitled to:

- an itemised pay slip from the first pay day
- a written statement of terms and conditions (a contract of employment) within two months of starting work
- 28 days paid annual leave (however you do not have a statutory right to paid leave on bank and public holidays, and if your employer gives paid leave on a bank or public holiday, this can count towards your minimum holiday entitlement.)
- a maximum average working week of 48 hours
- unpaid time off for family emergencies.
- up to 52 weeks of maternity leave
- freedom from discrimination on the grounds of sex, race, age, religion, disability, marital status, ethnic origin, sexual orientation, gender identity or because you work part-time
- protected against dismissal for claiming your rights

Wages

Age	25 AND OVER	21 TO 24	18 TO 20	UNDER 18	APPRENTICE
Rates	£7.20	£6.95	£5.55	£4.00	£3.40

The above rates are correct for 2016; these are reviewed yearly so it is worth checking www.gov.uk/national-minimum-wage-rates for updates.

It is against the law for your employer to dismiss or disadvantage you because you are about to qualify for the minimum wage, or for the higher rate of minimum wage.

UNISON is campaigning for all workers who do a full job to receive the adult rate of minimum wage – regardless of age.



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Some rights apply specially to young workers

If you are under 18 you should not work more than eight hours a day, or more than 40 hours a week. You are entitled to:

- a minimum break of 12 hours in every 24-hour period
- daily rest breaks of at least 30 minutes after 4½ hours work
- two consecutive days off in every seven-day period that you work.

You cannot work between 10pm and 6am (but you can agree to change this to between 11pm and 7am, although there are some exceptions to this: hospitals, agriculture, retail, hotels or catering, post or newspaper delivery, cultural, sporting, artistic or advertising activities).

Your employer should provide proper training and supervision so that you can work safely and you should be given safety clothing and equipment, such as boots, gloves or safety glasses if necessary for your work.

You cannot operate certain types of machinery such as slicing, welding and cutting machinery or drive forklift trucks.

In addition, your employer should not make you do work

- which is beyond your capability
- exposes you to toxic substances or radiation
- involves health risks from extreme temperature, noise or vibration.

Money in, money out

Your employer will deduct tax and National Insurance contributions from your pay if you earn above a certain 'threshold'. The thresholds for tax and for National Insurance are different, and are reviewed annually.

Any other deductions (till shortages, breakages, etc.) can only be made if you have agreed beforehand and they are written into your contract of employment.

All deductions should be itemised on your pay slip