


Essential HR Legal Facts 2021/22

UK





“...a consistent firm culture across culturally diverse countries: a can-do attitude and no-nonsense approach.”

Firm client

In emergency times, emergency measures are introduced. This is true of the current COVID-19 pandemic and there have been some consequential amendments to employment laws around the world. However, such measures are changing quickly and we anticipate will only be temporary, so we have not dealt with them all in this guide.

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UK



**Qualifying Period of Service/
Compensation Limits**



Time Limits



Family Friendly Laws



Right to Request Time Off for Study or Training



**Working Time/Sick Pay/National Minimum Wage/
Written Statements**



Miscellaneous Rights/Redundancy Payment



Unfair Dismissal Qualifying Service Key Exceptions



Family Law Leave Overview



Income Tax



National Insurance Contributions



Employee/Worker Statutory Rights



Redundancy Pay Calculator

Qualifying Period of Service (Exceptions Apply)

Unfair dismissal	Two years
Redundancy pay	Two years
Sex/race/disability discrimination	None
Discrimination on grounds of sexual orientation, religion or belief	None
Age discrimination	None
Breach of contract	None
Unlawful deductions	None

Compensation Limits (from 6 April 2021) (Exceptions Apply)

Unfair dismissal	Basic award: £16,320 maximum. Compensatory award: up to the lower of £89,493 and 52 weeks' pay of the former employee (not subject to statutory cap on a week's pay).
Redundancy	£16,320 maximum
Sex/race/disability/sexual orientation/religion or belief/age discrimination	No limit
Breach of contract	Tribunal – £25,000 High/County Court – no limit
Unlawful deductions	No limit (two-year backstop period for certain claims)
Flexible working	Up to £4,352
Study or training	Up to £4,352

Time Limits (Exceptions Apply)

Unfair dismissal	Three months from effective date of termination (EDT).
Redundancy payment	Six months from EDT.
Sex/race/disability/sexual orientation/religion or belief/age discrimination	Three months from act of discrimination.
Breach of contract	Tribunal – three months from EDT High/County Court – six years from breach
Unlawful deductions	Three months from deduction or last of series.
Equal pay	Six months from EDT.

In some cases these limits may be extended.

Family Friendly Laws

Time off for antenatal care	Paid time off to attend appointments.
Time off work to accompany to antenatal appointments	A person in a qualifying relationship with a pregnant woman or her expected child (e.g. the husband or partner of the pregnant woman) can accompany her to up to two antenatal appointments of up to six and a half hours each. The time off is unpaid unless otherwise agreed.

Maternity Leave

Ordinary Maternity Leave	All employees have a right to 26 weeks' leave to begin from up to 11 weeks before expected week of childbirth (EWC).
Additional Maternity Leave	All employees have the right to take up to 26 weeks' additional leave immediately after the end of Ordinary Maternity Leave.

Statutory Maternity Pay

Key qualifying conditions	26 weeks' continuous service at 15th week before EWC and earnings at or above the Lower Earnings Limit for NI Contributions (£120/week).
Rate	90% of average earnings for six weeks, followed by 33 weeks at lower of flat rate (£151.97) or 90% of average weekly earnings.

Shared Parental Leave

Qualifying conditions	Available to a birth mother and adopters and the child's father or a mother's or adopter's partner. "Partner" means a person who the mother or adopter is married to or in a civil partnership with; or a partner with whom the mother or adopter is living. It is also available to the intended parents in surrogacy arrangements if they qualify for adoption leave and/or pay.
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The right	Up to 50 weeks' leave can be shared between the parents – this is the 52 weeks' maternity/adoption leave, less the first two weeks post-birth/adoption, which must be taken by the mother/primary adopter.
Timing	Can be taken consecutively or by both parents at the same time, so long as the total amount of leave does not exceed what is jointly available to the couple. Must be taken in a minimum of one-week blocks. The time limit for taking leave is 52 weeks from birth or placement for adoption.

Statutory Shared Parental Pay

Key qualifying conditions	26 weeks' continuous service, ending with the 15th week before the EWC/week in which adopter is notified of having been matched with a child for adoption.
Rate	The lower of 90% of average weekly earnings or £151.97.

Adoption Leave

Ordinary Adoption Leave	All employees have a right to 26 weeks' leave to begin no more than 14 days before date placement expected with the employee.
Additional Adoption Leave	All employees have the right to take up to 26 weeks' additional leave immediately after the end of Ordinary Adoption Leave.

Statutory Adoption Pay

Key qualifying conditions	At least 26 weeks' continuous service at the week notified of match for adoption and earnings at or above the Lower Earnings Limit for NI contributions (£120/week).
Rate	90% of average earnings for six weeks, followed by 33 weeks at lower of flat rate (£151.97) or 90% of average weekly earnings.

Paternity Leave

Key qualifying conditions	26 weeks' continuous service, ending with 15th week before baby is due.
The right	One or two consecutive weeks per pregnancy.
Timing	To be completed within 56 days of the birth.

N.B. Paternity leave for a child must be taken before any period of shared parental leave for that child.

Statutory Paternity Pay

Key qualifying conditions	Must fulfil requirements for paternity leave (above) and have continuous service from the 15th week before the baby is due to date of birth and average earnings at or above the Lower Earnings Limit for NI contributions (£120/week).
The right	The lower of 90% of average weekly earnings or £151.97.

N.B. This guide deals only with paternity leave and pay in relation to childbirth.

Parental Leave

Qualifying service	One year
The right	18 weeks' unpaid leave.
Who qualifies?	Employees with parental responsibility for a child, including adoptive parents.
When can leave be taken	Up to the child's 18th birthday.
The fallback scheme	Leave to be taken in one week blocks, 21 days' notice to be given. Leave limited to four weeks per annum. Employer may postpone for up to six months, except where business not unduly disrupted or leave is being taken at birth/adoption.

Parental Bereavement Leave

Qualifying conditions	<p>Applies to employees only, on the death of a child under 18, including a stillbirth after 24 weeks of pregnancy.</p> <p>Available to the child's parent(s), which includes an adoptive parent, prospective adopter, intended parent under a surrogacy arrangement, a parent "in fact" (someone looking after the child in that person's own home for the last four weeks), or that person's partner, but not a paid carer.</p>
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"Partner" means a person living with any of the above and the child in an enduring family relationship, and who is not that person's parent (including adoptive parents), grandparent, sibling (including a half-sibling), aunt or uncle (including half-aunts and uncles).

The right	Leave can be one week, two continuous weeks or two separate weeks, starting on any day of the week.
Timing	Leave may be used anytime in the first 56 weeks after the death or stillbirth of the child.

Statutory Parental Bereavement Pay

Key qualifying conditions	At least 26 weeks' continuous service and earnings at, or above, the Lower Earnings Limit for NI contributions (£120/week)
Rate	The lower of 90% of average weekly earnings or £151.97

Time Off For Dependants

Qualifying service	No qualifying period of service. Entitled to reasonable unpaid time off in an emergency. Limited to care of "dependants".
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Flexible Working

Qualifying conditions	Employees who have been continuously employed for 26 weeks at the date application is made. Agency workers returning from a period of parental leave are entitled to make a request to work flexibly.
The right	To apply to work flexibly, i.e. from home, or on reduced or different hours.
How is a request made?	There is a formal procedure for making applications.
How many requests can be made?	One request in each 12-month period.
On what grounds can a request be refused?	On business grounds as set out in the Employment Rights Act 1996.
Is there a right to appeal?	Not strictly. However, for practical purposes, requests for appeals should be seen to be considered reasonably.

Right to Request Time Off For Study or Training

(only applies to employers with 250 or more staff)

Qualifying conditions	Employees who have been continuously employed for 26 weeks at the date application is made. The request must be for the purpose of improving the employee's performance at work and that of the employer's business.
The right	To request time off work for the purpose of studying or training.
How is a request made?	There is a formal procedure for making applications.
How many requests can be made?	One request in each 12-month period.
On what grounds can a request be refused?	On business grounds as set out in the Employment Rights Act 1996.
Is there a right to appeal?	Yes
Is the time off paid?	Payment will be at the discretion of the employer.

Working Time Regulations

Paid annual leave	5.6 weeks per annum including Bank Holidays.
Rest breaks	20 minutes if working day is longer than six hours.
Daily rest	11 hours between daily shifts.
Weekly rest	24 uninterrupted hours per week/48 hours per two weeks.
Weekly working time limits	48 hours over a 17-week reference period.
Night working time limits	Average of eight hours.

Statutory Sick Pay

Rate	£96.35 per week (from 6 April 2021).
Qualifying conditions	No qualifying service. Earnings over NI threshold – three waiting days unless absences are linked. An exception also applies in relation to COVID-19, such that in certain situations, sick pay is payable from day one of absence

National Minimum Wage (rates from 1 April 2021)

21-22 year olds	£8.36 per hour
18-20 year olds	£6.56 per hour
16-17 year olds	£4.62 per hour
Apprentice rate	£4.30 per hour for apprentices aged under 19, or 19 or over and in the first year of their apprenticeship

National Living Wage (rate from 1 April 2021)

Age 23 or over	£8.91 per hour
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Written Statements

Set out principal terms and conditions	All employees and workers before starting.
Itemised pay statement	No qualifying service.
Written reasons for dismissal	Two-year qualifying period (except where pregnant).

Miscellaneous Rights

Minimum notice	One week for every full year worked (max. 12 weeks).
Time off for public duties	Unpaid for such offices as JP or councillor.
Time off for union duties	Paid reasonable time off.
Time off for safety representatives	Paid time off for training, etc.
Time off in redundancy	Paid time off (up to 40% of a week's pay) for training or job hunting (subject to limitations and two-year minimum service requirement).
Guarantee payments	£30 a day (subject to a maximum of five days or £150 in any three months).

Redundancy Payment

Maximum weekly pay	£544 per week.
Years worked aged up to 21	Half a week's pay per full year worked.
Years worked aged 22–40	One week's pay per full year worked.
Years worked aged 41 or over	One and a half weeks' pay per full year worked.
Maximum number of years counted	Last 20 worked.

Unfair Dismissal Qualifying Service Key Exceptions

There is no requirement to have any minimum period of qualifying service where the dismissal is for:

- A union-related reason
- The assertion of a statutory right
- Certain health and safety-related reasons
- Time off for antenatal and adoption appointments
- A maternity/shared parental leave/paternity/adoption/parental/parental bereavement leave/time off for dependants/flexible working/right to study or train-related reason
- The performance of functions as a pension scheme trustee
- The performance of functions as an employee representative or a candidate in an election for an employee representative
- A refusal to work on Sundays by a shop worker or betting worker
- A reason related to statutory working time rights or obligations
- The assertion of rights under the National Minimum Wage Act 1998
- A reason connected with the making of a protected disclosure
- The exercise of rights to be accompanied or accompanying another employee at a disciplinary or grievance hearing
- A reason connected with trade union recognition or bargaining arrangements
- Taking part in industrial action within the protected period

- Grounds related to the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- Grounds related to the Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- Taking action to secure rights under the Tax Credits Act 2002
- Grounds relating to jury service
- The performance of functions as a member of a negotiating body, a European Works Council or as an information and consultation representative
- Grounds related to the Occupational and Personal Pension Schemes (Consultation by Employers and Miscellaneous Amendment) Regulations 2006
- Exercising rights as an agency worker
- A reason connected with the employer's duties or breach of duties under the pensions auto-enrolment regime
- A reason connected with a prohibited list under the Employment Relations Act 1999 (Blacklists) Regulations 2010
- In connection with the breach of an exclusivity term in a zero hours contract
- Redundancy where the reason for selection was automatically unfair (essentially any of the above)

Maternity Leave Overview

Description	Ordinary Maternity Leave (OML) 26 weeks' leave to commence any time from 11 weeks before the expected week of childbirth (EWC).	Additional Maternity Leave (AML) 26 weeks' leave to commence immediately at the end of OML.
Service	None	None
Notification	Notice of pregnancy, date leave intended to start and EWC by no later than the end of 15th week before EWC. Employee can change commencement date by 28 days' notice.	No additional notice requirement over OML.
Employer's notification	Within 28 days of receiving notification from employee, employer to provide employee with written notification of last date of AML.	See OML.
Right to return	Yes (subject to two weeks' compulsory leave after childbirth and eight weeks' notice if returning early).	Yes. See OML.
Right to pay	If qualifying conditions are met, 39 weeks' Statutory Maternity Pay, i.e. six weeks at 90% of average weekly wage, then 33 weeks at a flat rate of £151.97 per week or 90% of average weekly wage, if lower.	See OML
Terms and conditions	All terms and conditions apart from those that relate to remuneration will continue. N.B. Subject to the underlying contract, employer's pension contributions continue throughout the whole SMP period (i.e. up to 39 weeks).	As OML.
"Keeping in Touch" days	During the Statutory Maternity Leave Period (OML plus AML) or Maternity Pay Period (39 weeks), can go into work for up to 10 mutually agreed "Keeping in Touch" days without bringing maternity leave to an end or losing entitlement to Statutory Maternity Pay for those weeks.	See OML.
Reasonable contact	Reasonable contact from time to time (which either the employee or employer is entitled to make during the Statutory Maternity Leave Period) will not bring the Statutory Maternity Leave Period to an end.	As OML.

Shared Parental Leave Overview

Description	Up to 50 weeks' leave can be shared between the parents – this is the 52 weeks' maternity/adoption leave, less the first two weeks post-birth/adoption, which must be taken by the mother/primary adopter.
Service	26 weeks' continuous service, ending with the 15th week before EWC/week in which the adopter is notified of having been matched with a child for adoption and still employed in the week before any shared parental leave is due to start.
Notification	At least eight weeks before first period of Shared Parental Leave (SPL) is intended to start.
Right to return	Yes. Employees' rights on returning to work after a period of SPL will depend on the amount of SPL they have each taken, together with any other period of "relevant statutory leave" (e.g. maternity, paternity or adoption leave).
Right to pay	If qualifying conditions are met, up to 37 weeks' Statutory Shared Parental Pay is payable at a flat weekly rate (currently £151.97) or 90% of average weekly earnings, if lower.
Terms and conditions	All terms and conditions apart from those that relate to remuneration will continue.
"Keeping in Touch" days	Parents are able to take up to 20 "Keeping in Touch" days each to use whilst on SPL without bringing it to an end. These are in addition to the 10 KIT days that are already available during the maternity and adoption leave periods
Reasonable contact	Reasonable contact from time to time (which either the employee or employer is entitled to make during the SPL period) will not bring the leave period to an end.

Adoption Leave Overview

Description	Ordinary Adoption Leave (OAL) 26 weeks	Additional Adoption Leave (AAL) 26 weeks commencing immediately at the end of OAL.
Service	None	None
Notification	Must inform employer within seven days of notification of adoption match of date placement expected, and date leave to commence. Commencement date can be changed by employee on 28 days' notice.	No additional notification requirement above OAL.
Employer's notification	Within 28 days of receiving notification from employee, the employer must write notifying the employee of the last date of his/her full entitlement to adoption leave.	See OAL.
Right to return	Yes. Following 26 weeks' OAL and 26 weeks' AAL or on eight weeks' notice if returning early.	Yes. See OAL.
Right to pay	If qualifying conditions are met, 39 weeks' Statutory Adoption Pay, i.e. six weeks at 90% of average weekly wage, then 33 weeks at a flat rate of £151.97 per week or 90% of average weekly wage, if lower.	See OAL.
Terms and conditions	All terms and conditions apart from those that relate to remuneration will continue. N.B. Subject to the underlying contract, employer's pension contributions continue throughout the whole SAP period (i.e. up to 39 weeks).	As OAL.
"Keeping in Touch" days	During the Statutory Adoption Leave Period (OAL plus AAL) or Adoption Pay Period (39 weeks), can go into work for up to 10 mutually agreed "Keeping in Touch" days without bringing the statutory adoption leave to an end or losing entitlement to Statutory Adoption Pay for those weeks.	See OAL.
Reasonable contact	Reasonable contact from time to time (which either the employee or employer is entitled to make during the Statutory Adoption Leave Period) will not bring the Statutory Adoption Leave Period to an end.	As OAL.

Parental/Paternity Leave Overview

Description	Parental Leave of up to 18 weeks for each child under 18.	Two weeks' Paternity Leave to be taken as one or two consecutive weeks within 56 days of the birth of the child. Must be taken before any period of Shared Parental Leave for the child.
Service	One continuous year at time application is made.	26 weeks' continuous employment ending with the 15th week before the baby is due.
Notification	Employee must give 21 days' notice of intention to take leave.	By 15th week before baby is due.
Right to return	Yes	Yes
Right to pay	None. Any entitlement to pay will be determined by the contract of employment, or separate agreement.	If qualifying conditions are met, up to two weeks' Statutory Paternity Pay payable at lower of 90% of average weekly earnings or £151. 97.
Terms and conditions	Continuation of limited contractual rights.	Continuation of contractual benefits (with the exception of remuneration)
"Keeping in Touch" days	No	No
Reasonable contact	No	No

Parental Bereavement Leave Overview

Description	A statutory right to bereavement leave (and pay in most cases) for employed parents who lose a child under 18, including a stillbirth after 24 weeks of pregnancy. Eligible parents are able to take up to two weeks' paid leave to have time away from work to grieve.
Service	It is a "day one" right, which means that no qualifying period of service is required.
Notification	<p>The employee must give the employer notification of:</p> <ul style="list-style-type: none"> • The date of the child's death • The date on which the employee chooses the leave to start • Whether the employee intends that period to be one or two weeks <p>For leave starting within the first 56 days (eight weeks) starting with the date of death, the notice period is minimal. The employee must notify the employer before the time they are due to start work on the day they want the leave to start. If this is not practicable, the employee must notify the employer as soon as reasonably practicable.</p> <p>Where the employee has already started work but gives notice to start parental bereavement leave on the same day, then the leave officially starts the next day.</p> <p>To take leave in weeks nine to 56 after the child's death, the employee must give at least seven days' notice of their intention to take parental bereavement leave.</p>
Right to return	Employees will generally be entitled to return to the same role. Slightly different rules apply where the employee also takes another period of leave in conjunction with Parental Bereavement Leave.
Right to pay	If qualifying conditions are met, Statutory Parental Bereavement Leave Pay is payable at a flat weekly rate (currently £151.97 or 90% of average weekly earnings, if lower).
Terms and conditions	All terms and conditions save those that relate to remuneration will continue.
"Keeping in touch" days	No
Reasonable contact	No

Income Tax

Rates and Bands

	Tax year 2021-22	
Basic rate	£1 – £37,700	20%
Higher rate	£37,701 - £150,000	40%
Additional rate	Over £150,000	45%

Employment-related Allowances

	Tax year 2021-22
Personal allowance	£12,570
Upper income limit	£100,000

Note:

Where the person's adjusted net income is above £100,000, the personal allowance reduces by £1 for every £2 of the excess income. A person's adjusted net income is total taxable income (e.g. earnings, interest and dividends) less certain tax reliefs (e.g. charitable donations and pension contributions) before any Personal Allowances.

Marriage allowance	£1,250
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Note:

The marriage allowance is a transferable allowance available to married couples and civil partners. A spouse or civil partner not liable to income tax, or not liable at the higher or additional rates, can transfer up to 10% of their unused personal allowance to their spouse or civil partner, provided the recipient is not liable to income tax at the higher or additional rate.

National Insurance Contributions (NICs)

Employee's Primary Class 1 NICs [Note: figures represent weekly earnings]:

	Tax year 2021-22	
Below Lower Earnings Limit (LEL)	£1 – £120	0%
LEL to Primary Threshold (PT)	£121 – £184	0%
PT to Upper Earnings Limit (UEL)	£184 – £967	12%
Above UEL	Over £967	2%

Employer's Secondary Class 1 NICs [Note: figures represent weekly earnings]:

	Tax year 2021-22	
Below Secondary Threshold (ST)	£1 – £170	0%
Above ST	Over £170	13.8%

Note:

Weekly earnings secondary threshold is higher (at £967) for both:

- (a) Employees under 21
- (b) Apprentices under 25

Employer's Secondary Class 1 NICs Allowances

Employment Allowance (per employer)	Up to £4,000 p.a.
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Note:

Only available if total Secondary Class 1 Contributions were below £100,000 in the tax year before the year of claim.

Table of Employee/Workers Statutory Rights

Statutory Right	Employees Only	All Workers (including employees)
Written Statement of employment particulars		✓
Itemised pay statement		✓
Protection against unlawful deductions from wages		✓
Guarantee payments	✓	
Protection in relation to Sunday trading and Sunday betting	✓	
Protection for making a protected disclosure		✓
Protection against detriment for exercising rights in respect of health and safety cases; Sunday working; trustees of occupational pension schemes; employee representatives; time off work for study and training; leave for family and domestic reasons; trade union membership; European Works Council	✓	
Protection against detriment for exercising rights in respect of working time cases; protected disclosures; National Minimum Wage; National Living Wage; part-time work; right to be accompanied		✓
Time off for public duties	✓	
Time off to look for work or arrange training in the event of redundancy	✓	
Time off for antenatal care	✓	
Time off for dependants	✓	
Time off for pension trustees	✓	
Time off for employee representatives	✓	
Time off for union learning representatives	✓	
Time off for young person for study or training	✓	
Time off for members of a European Works Council	✓	
Remuneration on suspension on medical grounds	✓	
Suspension on maternity grounds	✓	
Ordinary Maternity Leave	✓	
Additional Maternity Leave	✓	
Ordinary Adoption Leave	✓	

Shared Parental Leave	✓	
Additional Adoption Leave	✓	
Paternity leave	✓	
Right to request flexible working	✓ *	
Parental Leave	✓	
Right to notice	✓	
Written statement of reasons for dismissal	✓	
Right not to be unfairly dismissed (or selected for redundancy)	✓	
Right to a redundancy payment	✓	
Right to an insolvency payment	✓	
Protection of acquired rights on the transfer of an undertaking		✓
Right to be accompanied at disciplinary and grievance meetings		✓
Right to be informed and consulted through representatives about collective redundancies	✓	
Right to the National Minimum Wage or National Living Wage		✓
Right to rest breaks, paid annual leave and to maximum weekly working time		✓
Right for part-time workers not to be treated less favourably than comparable full-time workers		✓
Right for fixed-term employees not to be treated less favourably than comparable employees in permanent employment	✓	
Right to belong or not to belong to a trade union	✓	
Time off for carrying out trade union duties	✓	
Time off for trade union activities	✓	
Right not to suffer deductions of unauthorised union subscriptions		✓
Right to request time off for study or training	✓	

* Agency workers returning from a period of parental leave are also entitled to request flexible working

Redundancy Payments

- Maximum amount of a week’s pay for redundancy pay purposes: £544 (from 6 April 2021)
- Maximum statutory payment is 30 x £544 = £16,320 (from 6 April 2021)

		Age																					
		18*	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39
Service	1																						
	2	1	1	1	1	1	1½	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
	3		1½	1½	1½	1½	2	2½	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
	4			2	2	2	2½	3	3½	4	4	4	4	4	4	4	4	4	4	4	4	4	4
	5				2½	2½	3	3½	4	4½	5	5	5	5	5	5	5	5	5	5	5	5	5
	6					3	3½	4	4½	5	5½	6	6	6	6	6	6	6	6	6	6	6	6
	7						4	4½	5	5½	6	6½	7	7	7	7	7	7	7	7	7	7	7
	8							5	5½	6	6½	7	7½	8	8	8	8	8	8	8	8	8	8
	9								6	6½	7	7½	8	8½	9	9	9	9	9	9	9	9	9
	10									7	7½	8	8½	9	9½	10	10	10	10	10	10	10	10
	11										8	8½	9	9½	10	10½	11	11	11	11	11	11	11
	12											9	9½	10	10½	11	11½	12	12	12	12	12	12
	13												10	10½	11	11½	12	12½	13	13	13	13	13
	14													11	11½	12	12½	13	13½	14	14	14	14
	15														12	12½	13	13½	14	14½	15	15	15
	16															13	13½	14	14½	15	15½	16	16
	17																14	14½	15	15½	16	16½	17
	18																	15	15½	16	16½	17	17½
	19																		16	16½	17	17½	18
	20																			17	17½	18	18½

* An individual can start to build up continuous service at age 16 but this is likely to be rare.

Age

	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61 ⁺
	2	2	2½	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
	3	3	3½	4	4½	4½	4½	4½	4½	4½	4½	4½	4½	4½	4½	4½	4½	4½	4½	4½	4½	4½
	4	4	4½	5	5½	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
	5	5	5½	6	6½	7	7½	7½	7½	7½	7½	7½	7½	7½	7½	7½	7½	7½	7½	7½	7½	7½
	6	6	6½	7	7½	8	8½	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
	7	7	7½	8	8½	9	9½	10	10½	10½	10½	10½	10½	10½	10½	10½	10½	10½	10½	10½	10½	10½
	8	8	8½	9	9½	10	10½	11	11½	12	12	12	12	12	12	12	12	12	12	12	12	12
	9	9	9½	10	10½	11	11½	12	12½	13	13½	13½	13½	13½	13½	13½	13½	13½	13½	13½	13½	13½
	10	10	10½	11	11½	12	12½	13	13½	14	14½	15	15	15	15	15	15	15	15	15	15	15
	11	11	11½	12	12½	13	13½	14	14½	15	15½	16	16½	16½	16½	16½	16½	16½	16½	16½	16½	16½
	12	12	12½	13	13½	14	14½	15	15½	16	16½	17	17½	18	18	18	18	18	18	18	18	18
	13	13	13½	14	14½	15	15½	16	16½	17	17½	18	18½	19	19½	19½	19½	19½	19½	19½	19½	19½
	14	14	14½	15	15½	16	16½	17	17½	18	18½	19	19½	20	20½	21	21	21	21	21	21	21
	15	15	15½	16	16½	17	17½	18	18½	19	19½	20	20½	21	21½	22	22½	22½	22½	22½	22½	22½
	16	16	16½	17	17½	18	18½	19	19½	20	20½	21	21½	22	22½	23	23½	24	24	24	24	24
	17	17	17½	18	18½	19	19½	20	20½	21	21½	22	22½	23	23½	24	24½	25	25½	25½	25½	25½
	18	18	18½	19	19½	20	20½	21	21½	22	22½	23	23½	24	24½	25	25½	26	26½	27	27	27
	18½	19	19½	20	20½	21	21½	22	22½	23	23½	24	24½	25	25½	26	26½	27	27½	28	28½	28½
	19	19½	20½	21	21½	22	22½	23	23½	24	24½	25	25½	26	26½	27	27½	28	28½	29	29½	30

+ The same figures should be used when calculating the redundancy payment for a person aged 61 and over.

Our UK Labour & Employment Contacts

London

David Whincup

T +44 207 655 1132

E david.whincup@squirepb.com

Caroline Noblet

T +44 207 655 1473

E caroline.noblet@squirepb.com

Janette Lucas

T +44 207 655 1553

E janette.lucas@squirepb.com

Annabel Mace

T +44 207 655 1487

E annabel.mace@squirepb.com

Miriam Lampert

T +44 207 655 1371

E miriam.lampert@squirepb.com

Leeds

Matthew Lewis

T +44 113 284 7525

E matthew.lewis@squirepb.com

Andrew Stones

T +44 113 284 7375

E andrew.stones@squirepb.com

Manchester

Alison Treliving

T +44 161 830 5327

E alison.treliving@squirepb.com

Bryn Doyle

T +44 161 830 5375

E bryn.doyle@squirepb.com

Birmingham

Charles Frost

T +44 121 222 3224

E charles.frost@squirepb.com

Ramez Moussa

T +44 121 222 3346

E ramez.moussa@squirepb.com

The information in this guide is correct the time of publication. Readers are advised to check the information at the time of use.

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