

EMPLOYMENT FACTS 2013

Tribunal Award Limits *(Rates effective 1 February 2013)*

Maximum week's pay for calculating basic award & statutory redundancy pay	£450
Maximum compensatory award for unfair dismissal (NB: no limit in certain circumstances)	£74,200
Maximum award for discrimination	Unlimited

Statutory Redundancy Pay *(Rates effective 1 February 2013)*

Qualifying period for payment	2 years' continuous service
Maximum Statutory Redundancy Payment	£13,500
Maximum week's pay	£450
Maximum number of years' service that counts	20

Age Factors

Under 21
22 - 40
41 and over

Multiplier

½ week's pay
1 week's pay
1½ weeks' pay

Formula: Length of continuous service x age factor x week's pay

Maternity Leave

Maximum length of Maternity Leave	52 weeks
Ordinary Maternity Leave	26 weeks
Additional Maternity Leave	26 weeks

Maternity Pay

First 6 weeks	90% of pay
Next 33 weeks	£136.78 per week (or 90% of weekly pay if less than £136.78)

Paternity Leave

Qualifying period for Paternity Leave (continuous service completed by 14th week before expected week of childbirth)	26 weeks
Ordinary Paternity Leave to be taken within 54 days of birth	2 weeks
Additional Paternity Leave to be taken after mother returns to work and subject to qualification criteria	26 weeks

Paternity Pay

At all times	£136.78 per week (or 90% of weekly pay if less than £136.78)
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Parental Leave

13 weeks' unpaid leave per child in total (18 weeks if child is disabled)
One year's qualifying service generally required
Maximum 4 weeks per year per child

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65 Woodbridge Road
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WIMBLEDON

7-9 Queens Road
Wimbledon
London
SW19 8NG
Tel: 020 8946 6454

Adoption Leave

Adoption leave available to one parent only if adopting jointly. Other parent likely to be entitled to paternity leave
Maximum length of adoption leave 52 weeks

Adoption Pay

Up to 39 weeks £136.78 per week
(or 90% of weekly pay if less than £136.78)

Keeping in Touch Days

Employee can attend work for certain purposes for up to 10 days during Maternity or Adoption Leave without ending their Maternity/Adoption Leave. A policy should be determined setting rates of pay for Keeping in Touch days taking place during and after the paid period of Maternity/Adoption Leave

Flexible Working

26 weeks' employment required

Employees entitled to apply if they care for:

- A child aged 16 or under (18 if disabled); or
- An adult who falls into certain defined categories

Only one application can be made per year

Statutory Sick Pay

1-3 days' absence	nil
4 days to 28 weeks	£86.70 per week

Working Time Regulations

Maximum working hours per week (without opt-out)*	48
Minimum paid holiday per year (including bank holidays)	5.6 weeks
Minimum rest break after every 6 hours of work	20 minutes
Minimum rest break between each working day	11 hours
Minimum days off per week	1

* *opt-out agreement subject to future review*

National Minimum Wage *(Rates effective from 1 October 2012)*

16-17	£3.68
18-20	£4.98
21+	£6.19
Apprentices	£2.65

(This rate is for apprentices under 19 or those in their first year. Age 19 or over and past first year the rate that applies to age is applied)

Stakeholder Pension Scheme

Access to a scheme must be provided if 5 or more employees

For further information, please contact Patrick Stewart, Partner and Head of Employment at patrick.stewart@twmsolicitors.com or call 01483 752780.

Disclaimer: Please note that this summary should not be applied to any particular set of facts without seeking legal advice.
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