

Your Rights at Work – a guide for PA's and their Employers

This is a guide to your **basic** employment rights when employed as a Personal Assistant and your responsibilities if employing a Personal Assistant.

FROM YOUR FIRST DAY AT WORK YOU ARE ENTITLED TO:

- Itemised pay statement
- National minimum wage
- Time off for holidays and breaks
- Time off for ante-natal visits
- 52 weeks maternity leave
- Written reasons for dismissal during pregnancy/maternity leave
- To join a trade union like UNISON ([insert link](#))

YOU ARE ALSO ENTITLED TO PROTECTION AGAINST:

- Discrimination, harassment and victimisation on the grounds of sex, race, disability, sexual orientation, age, part-time working, asking about your statutory rights including health & safety and trade union membership
- Equal pay for work of equal value
- Unlawful deductions from pay
- Dismissal because of pregnancy or whistle-blowing

SOME RIGHTS DEPEND ON YOUR LENGTH OF SERVICE SUCH AS:

<u>RIGHT</u>	<u>Service Required</u>
Written statement of terms	2 months
Statutory Maternity Pay	6 months
Paternity Leave	6 months
Unpaid Parental Leave	1 year
Written reasons for dismissal	1 year
Apply to employment tribunal for unfair dismissal	1 year
Redundancy payment	2 years

WORKING TIME, HOLIDAYS AND BREAKS

You have a right to:

- 28 days holiday a year (including public holidays). If your employment ends you are entitled to your accrued holiday entitlement
- A 20 minute break if you work 6 hours
- A rest period of 11 hours between shifts
- A rest period of 24 hours every 7 days
- A ceiling of 48 hours on average a week

NATIONAL MINIMUM WAGE (*this is reviewed annually – rates from Oct 2013*)

- £6.31 aged 21 or over
- £5.03 aged 18-20
- £3.72 aged 16-17
- £2.68 apprentice aged under 19 or in first year

STATEMENT OF WRITTEN TERMS

You have the right to a written statement of your contractual terms and conditions 2 months after starting work. It must include:

- Your name and your employer's names
- Job title with a brief description
- Date employment or continuous employment began
- Place of work
- Rate and frequency of pay
- Hours of work
- Holiday and holiday pay
- Sickness and sick pay
- Notice entitlement and pension rights
- Period of employment id temporary
- Note of the disciplinary/grievance procedures
- Any collective agreements that apply

CHANGING YOUR CONTACT TERMS

Your employer can only change your terms by agreement and must give notice of proposed changes. The period of notice ranges from 1 week after 4 weeks service to 12 after 12 years' service. If the employer seeks to force any changes you must take steps immediately to protect your interests by lodging a grievance. Changes which result in a cut in pay may be an unlawful deduction from wages.

REMEMBER- THESE RIGHTS ARE YOUR STATUTORY MINIMUM. YOUR CONTRACTUAL RIGHTS MAY GIVE YOU BETTER RIGHTS.