



TAYLOR
WALTON
SOLICITORS

TAYLOR WALTON
EMPLOYMENT
FACT GUIDE 2024

National Living Wage

Age	Living Wage - From 1 April 2024
21 or over	£11.44 per hour

National Minimum Wage

Age	Minimum Wage - From 1 April 2024
Apprentices under 19 or in 1st year	£6.40 per hour
Under 18 years	£6.40 per hour
18 - 20 years	£8.60 per hour

Flexible Working

Until 5 April 2024

- All employees with 26 weeks' service can make a request
- Maximum 1 application every 12 months
- Requests can only be rejected on specific grounds
- Decision should be given within 3 months

From 6 April 2024

- All employees can make a request from first day of employment
- Maximum of 2 requests in 12 months
- Requests can only be rejected on specific grounds & employer must consult about rejections
- Decisions should be given within 2 months

Working Time Regulations

Maximum hours per week (without opt-out)	48
Minimum paid holiday per year for employees with regular hours (i.e 28 days, including bank holidays for full-time workers)	5.6 weeks
Minimum rest break if working 6+ hours	20 minutes
Minimum rest break between each working day	11 hours
Minimum days off per week	1

For holiday years starting after 1 April 2024:

Irregular & part-year workers accrue holiday at 12.07% of hours worked in the pay period.

Those workers can lawfully be paid rolled up holiday pay.

Redundancy

Qualifying period (for payment) is 2 years' continuous employment

Age Factors

Age	Factor	Payments from 7 April 2024	
Under 22	1/2 week's pay	Maximum Redundancy Payment	£21,000
22-40	1 week's pay	Maximum Weekly Pay	£700
41 and above	1 1/2 week's pay	Maximum no. of Years	20

Redundancy pay formula:

Complete years of continuous service x age factor x weekly pay (subject to caps on weekly pay (£700) and service (20 years))

Statutory Sick Pay

Length of Absence	Pay Level - From 7 April 2024
1-3 days	Nil
4 days to 28 weeks	£116.75 per week

Tribunal Award Limits - From 7 April 2024

One week's pay (for calculating basic award and statutory redundancy pay) can be up to £700.

The maximum basic award for unfair dismissal is £21,000.

The maximum compensatory award for unfair dismissal is the lower of £115,115 or 52 weeks' gross pay.

The award for discrimination is unlimited.

Auto Enrolment Pensions Duties

All employers must provide a workplace pension scheme meeting specific standards. Any employee in the UK aged between 22 and the state pension age and earning at least £10,000 a year must be enrolled and the employer is required to pay at least 3% of the employee's "qualifying earnings" into the scheme.

Statutory Minimum Notice

Length of service	Notice from employer	Length of Service	Notice from employee
Under 1 month	No statutory requirement	Under 1 month	No statutory requirement
1 month - 2 years	1 week	More than 1 month	1 week
2 years +	1 week for each completed year (maximum of 12 weeks)		

Maternity

Maximum length of maternity leave	52 weeks	Leave Period	Pay Level - from 7 April 2024
Ordinary maternity leave	26 weeks	First 6 weeks	90% of pay
Additional maternity leave	26 weeks	Next 33 weeks	£184.03 per week *

(* or 90% of average weekly earnings if less than statutory rate)

SMP is available to workers who have 26 weeks' service as at the 15th week prior to the expected week of childbirth.

Antenatal Appointments

All pregnant employees and agency workers have the right to reasonable paid time off during working hours to attend antenatal appointments.

An employee or agency worker is entitled to take unpaid time off to accompany a pregnant woman to an antenatal appointment if they are the baby's father or woman's partner. Limited to 2 occasions, each lasting no more than 6½ hours.

An employer can only refuse a request for time off where it is reasonable to do so.

Keeping in Touch Days: Maternity and Adoption

Employee can attend work for certain purposes for up to 10 days during maternity leave and adoption leave without ending the leave.

Paternity

Length of Employment	Length of Ordinary Paternity Leave	Pay - From 7 April 2024
26 weeks' continuous service	2 weeks	£184.03 per week, or 90% of average weekly earnings if less than statutory rate

(Continuous service to be completed by 15th week before expected week of childbirth)

Parental Leave

- 18 weeks' unpaid leave per child in total to be taken before child's 18th birthday.
- One year's qualifying service required.
- This right is separate and in addition to the right to SPL.
- An employee must take the leave as whole weeks rather than individual days unless the employer agrees otherwise or the child is disabled.
- Up to 4 weeks can be taken in 1 year unless the employer agrees otherwise.

Shared Parental Leave (SPL)

- Eligible parents can divide SPL between them in proportions they choose.
- Leave can be taken consecutively or concurrently by parents.
- The amount of SPL available will be 52 weeks, less the number of weeks of maternity or adoption leave the mother has taken (mother must take at least 2 weeks maternity leave).
- SPL is subject to mother curtailing her statutory maternity leave.

Shared Parental Pay

Leave Period	Pay Level - from 7 April 2024
Up to 39 weeks	£184.03 per week*

(* or 90% of average weekly earnings if less than statutory rate)

The number of weeks of Shared Parental Pay is 39 weeks, less any weeks spent by the mother or adopter in receipt of Maternity Pay, Maternity Allowance or Adoption Pay.

Keeping in Touch Days: Shared Parental Leave

Employee can attend work for certain purposes for up to 20 days during the SPL period without ending the leave. This is in addition to any Keeping in Touch Days taken whilst on maternity or adoption leave.

Adoption

Adoption leave is available to one nominated parent is adopting jointly.

The maximum length of adoption leave is 52 weeks, with ordinary and additional leave both capped at 26 weeks each.

Adoption Pay and Adoption Appointments

Leave Period	Pay Level - from 7 April 2024
First 6 weeks	90% of pay
Next 33 weeks	£184.03 per week *

(* or 90% of average weekly earnings if less than statutory rate)

The primary adopter has the right to take paid time off for up to five adoption appointments. The secondary adopter will be entitled to take unpaid time off to attend two adoption appointments, each lasting no more than 6.5 hours.

Parental Bereavement

Parents who suffer the loss of a child on or after 6th April 2020 may take either 1 or 2 weeks' parental bereavement leave. If the length of employment is less than 26 weeks SPBL will be unpaid.

Pay after 26 weeks of employment is £184.03 per week, or 90% of average weekly earnings if less than statutory rate (from 7 April 2024).

Carer's Leave

From 6 April 2024, all employees will be entitled to take 1 week of unpaid carer's leave in each 12 month period in order to care for, or arrange care for dependants with long term care needs.

