

In the UK, there are 3 main types of employment status for determining your employment rights and protections:

~ **employees** are entitled to all employment rights, subject to the length of time you have worked for your employer and have responsibilities towards your employer, such as making sure you turn up to work

~ **workers** are entitled to some employment rights such as the national minimum wage or national living wage, holiday pay and protection against unlawful discrimination. You are entitled to fewer rights than employees, but in return you have more flexibility over when, how much, and where you work

~ **self-employed** individuals generally have no employment rights but have significant flexibility in deciding whether to work since they are in business for themselves

Check your employment status - [Types of employment status](#) / [Working for yourself - GOV.UK](#)

Different rules apply if you are an agency worker or temporary worker - see more here - [Check your rights as an agency worker - Citizens Advice](#)

If it is your first UK employment, you will be asked to fill out [Starter checklist - GOV.UK](#)

When you start a job - you will receive 'Particulars of Employment'.

This contract document sets out your main employment conditions, the rights and responsibilities, including the company's expectation of your job duties, the working hours, location and wage including when you will get paid - monthly / weekly, sick leave policy. It will clarify what to expect if the employment doesn't work out - for example how much notice both sides need to give and how to make a grievance. Please keep this safe.

[Check the terms of your employment contract - Citizens Advice](#)

Wages

If you are a worker or employee - the company will set you up as a PAYE - pay as you earn - which means your tax and a National Insurance Contribution will be taken off before you get paid your wages.

You have a right to a minimum wage depending on your age - rates per hour (from April 2023) - which normally increases every April

[What is the minimum wage - National Minimum Wage - Acas](#)

In Nov 23 National Living wage - (23+) is £10.42; NMW - (21-22) ~ £10.18; (18-20) ~ £7.49

Your employer must provide you with a payslip which has to show:

~ your earnings before and after any deductions

~ the amount of any deductions - may change each time you're paid, for example if you work different hours

~ the number of hours you worked, if your pay varies depending on time worked

Employers must also explain any deductions, they can choose to do this either on a payslip, or in a separate written statement.

[Understanding your pay: Deductions from your pay - GOV.UK](#)

Check that you have not had any unexpected or unexplained deductions on every payslip.

Holidays

Every worker and employee is entitled to at least 5.6 weeks holiday per year. Use this calculator to work out your holiday entitlement. [Calculate holiday entitlement - GOV.UK](#)

Safe Working Environment

- ~ the statutory minimum length of rest breaks - [Rest breaks at work: Overview - GOV.UK](#)
- ~ to work no more than [48 hours on average per week](#) or to opt out of this right if they choose
- ~ protection against [unlawful discrimination](#)
- ~ protection for '[whistleblowers](#)' who report wrongdoing in the workplace
- ~ not to be treated less favourably if they work part-time

[Have the right workplace facilities - Overview - HSE](#)

Everyone has basic employment rights - known as statutory rights depending on your employment status. Regardless as to whether they are mentioned in the Particulars of Employment or not - check them here -

[Employment status and rights: support for individuals - GOV.UK](#)

Sometimes you can have better conditions than the basic statutory ones - for example - more pay, more holidays, more sick benefits or a longer period of notice. It will be written in your Particulars of Employment.

What to do if you feel there is an issue with your employment

(Warning - an employer can legally dismiss someone without a good reason if they have not had 2 years continuous service - though there are some rare exceptions.)

Where can you get support and help?

- ~ **Citizens Advice** - To find your local office / talk online or call - [Contact us - Citizens Advice](#)
In Dorset we are very lucky to have a specialised Employment Unit - EUD - which can be accessed for free. (Not available in Bournemouth, Christchurch and Poole)
- ~ **ACAS** - [Contact us | Acas](#). A Government Organisation. **Acas** is the workplace expert providing free and impartial advice for employers and employees.
- ~ **Union** - normally, you do need to be a member and pay subscriptions for this support so check your employment information

What you will need to have

- Your Particulars of Employment - contract
- Your wage slips
- Your information and your experience - please start a log/diary when you realise that there is an issue

If you prefer to start the process on your own, please look at

[Complaint about a problem at work – grievance letter checklist - Citizens Advice](#)