

18: Your rights as an employee



Activity 1: Quiz

1. Name three pieces of information that a written statement of terms and conditions must include.
2. When should you receive it?
3. If you work on a full time basis, how many hours can this be (if you are 18 or over)?
4. How much holiday allowance do most full time employees get?
5. If you wanted to take 5 days' holiday, how much notice should you give your employer?
6. If you are ill for any number of days up to 7, what is this referred to as?
7. What do you need to do if you are off for more than 7 days in a row?
8. If you have been working for an employer for 2 years, what is the minimum notice period your employer would need to give if they are ending your contract?
9. Give two reasons that employers can use to select workers for redundancy.
10. Give some reasons that employers cannot use to select workers for redundancy.

Answers

Q1 – Any three from the list below

- Information on pay
- Start date, end date or length of contract
- Hours of employment
- Sick leave, holiday pay, and notice period
- Disciplinary and grievance procedures

Q2 – You can request this anytime after starting work

Q3 – Between 35 and 48 hours

Q4 – 28 days holiday

Q5 – 10 working days

Q6 – Self-certification

Q7 – Get a fit note (sick note) from your doctor

Q8 – 2 weeks' notice

Q9 – Any 2 from the list below

- choosing employees with the shortest length of service
- asking for volunteers
- looking at disciplinary records
- looking at staff appraisal records (skills, qualifications, experience and performance)

Q10 – Could come from the list below, or student might have thought of another:

- gender, marital status, race, disability and age