

**Task 11**

What are the maximum hours you are allowed to work if you are aged between 16 and 17?

<b>Hours per day:</b>	
<b>Hours per week:</b>	

**Task 12**

How many days of paid holiday a year are you entitled to if you are working:

<b>a five-day week:</b>	
<b>a three-day week:</b>	
<b>a two-day week:</b>	

**1.6 MATERNITY/PATERNITY, PARENTAL AND ADOPTION LEAVE<sup>8</sup>****What you should know**

Should you become a parent, you will be entitled to a period of maternity, paternity and/or parental leave, which can be paid or unpaid.

- Employers cannot automatically dismiss a woman because she is pregnant.
- All pregnant employees are entitled to take up to one year's (52 weeks) maternity leave, regardless of length of service with the employer, but only 39 weeks are paid for.
- Statutory Maternity Pay (SMP) is paid for 39 weeks:
  - for the first six weeks at 90% of your average weekly earning
  - for the remaining 33 weeks, the standard rate or a rate equal to 90% of your average weekly earning (whichever is lower)
  - the standard rate from April 2009 is £124.88 per week.
- To qualify for maternity leave, you must be employed by the same employer continuously for at least 26 weeks into the 15th week before the week your baby is due.

<sup>8</sup> Information from [www.direct.gov.uk](http://www.direct.gov.uk) (Crown Copyright)

- The notice a woman must give if she is changing her date of return from maternity leave is eight weeks.
- Optional keeping in touch (KIT) days have been introduced enabling a woman to work for up to 10 days during her maternity leave period.
- All women have a right to return to work after maternity leave, regardless of the size of the employer.

### **Paternity leave**

New fathers can take either one week's or two consecutive weeks' paternity leave, and during this time may be entitled to paternity pay. However, you cannot take odd days off and, if you take two weeks, they must be taken together.

The Additional Paternity Leave Regulations from April 2010 entitle male employees who are fathers, partners of mothers or adopters to take up to 26 weeks' paternity leave in the first year of the child's life or its placement for adoption.

This means that the father can share maternity leave with the mother who will be able to return to work anytime after six months, enabling the father to have what remains of the 12 months' maternity leave period.

### **Parental leave**

Parental leave is a right for parents to take time off work to look after a child or make arrangements for the child's welfare. It is subject to certain criteria. Parents can use it to spend more time with children and strike a better balance between their work and family commitments.

Employees get 13 weeks in total for each child. Parents of disabled children get 18 weeks in total. However, strict rules apply to how much can be taken in any given year and it is only available until the child reaches five years of age or until the adopted child has been placed for five years or until the adopted child reaches 18. Parents of a disabled child can take their 18 weeks until the child reaches 18.

Parents can take leave in blocks of one week up to a maximum of four weeks in any given year. Parents of a disabled child can take the leave in periods of one day at a time.

**Over to you**

**Task 13**

How much maternity leave are mothers entitled to and how is it paid?

1.	
2.	
3.	

**Task 14**

What condition applies for you to qualify to receive Statutory Maternity Pay?



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**Task 15**

How much paternity leave are fathers officially entitled to?



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**Task 16**

What is parental leave and how long is it for?


**Time off for dependants**

There are allowances for you to take a reasonable amount of unpaid leave in order to handle an emergency relating to someone who depends on you. An employer can't penalise you for this if your reasons for taking this leave are genuine.

A dependant could include your husband, wife, partner, child, parent, or anyone living in your household as a member of the family, or someone who reasonably relies on you for help in an emergency.

**1.7 ABSENCE AND SICKNESS<sup>9</sup>****What you should know**

Employees have a right to receive statutory sick pay if they meet certain criteria. Some employers go beyond this and pay additional entitlements if employees are unwell.

Employees are allowed by their employers to 'self certificate' the first seven days of their sickness without the need to get a certificate from their local doctor. However, these arrangements may vary from employer to employer.

Doctors' 'sick notes' have been replaced with 'fit notes', or 'Statements of Fitness for Work'. This means that your doctor can let you know how your condition affects your ability to work. This will help your employer to understand how they might be able to help you return to work sooner.

<sup>9</sup> Information from [www.direct.gov.uk](http://www.direct.gov.uk) (Crown Copyright)

Your doctor can:

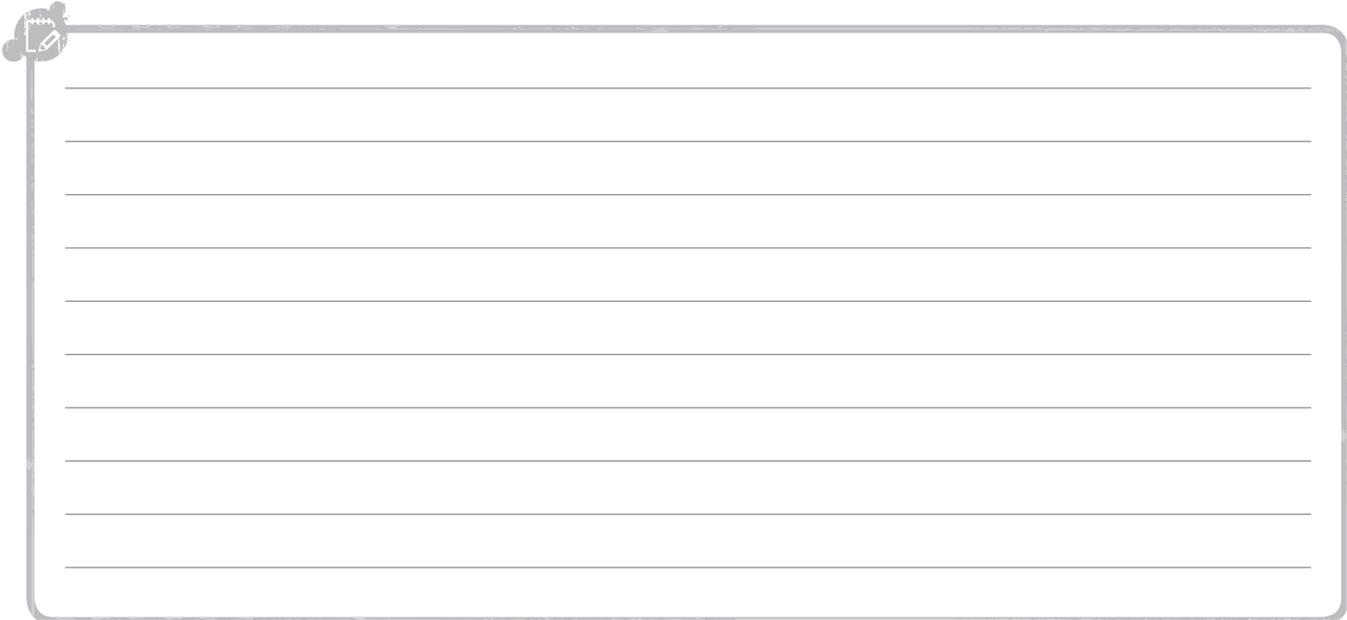
- advise when you may be fit for work with some support
- suggest common ways to help you return to work
- give information on how your condition will affect what you can do.

### Over to you

You will need to know about your organisation's requirements for giving notice of absence, notification of sickness if you are unable to go to work because of ill-health, the arrangements for sick pay and the procedures you need to follow when you return to work after an illness.

### Task 17

What is the statutory level of sick pay?



## 1.8 DATA PROTECTION AND ACCESS TO PERSONAL INFORMATION

### What you should know

The Data Protection Act gives individuals the right to know what information is held about them, including the right to find out what personal information is held on computer and most paper records. When part of your job requires you to process personal information about others, a short checklist will help you comply with the Data Protection Act.

Being able to answer 'yes' to every question does not guarantee compliance, and you may need more advice in particular areas, but it should mean that you are heading in the right direction.

1. Is sensitive personal data kept separate from other personal data?
2. Do the people whose information I hold know that I've got it, and are they likely to understand what it will be used for?
3. If I'm asked to pass on personal information, would the people about whom I hold information expect me to do this?
4. Am I satisfied the information is being held securely, whether it's on paper or on computer?
5. Is access to personal information limited to those with a strict need to know?
6. Am I sure the personal information is accurate and up to date?
7. Do I delete or destroy personal information as soon as I have no more need for it?
8. Have I received sufficient training from my employer in carrying out my duties and responsibilities under the Data Protection Act, and am I putting them into practice?

### Over to you

Apart from knowing your rights as an individual, you will also need to know your legal obligations in the workplace and be able to comply with the requirements of the Data Protection Act.

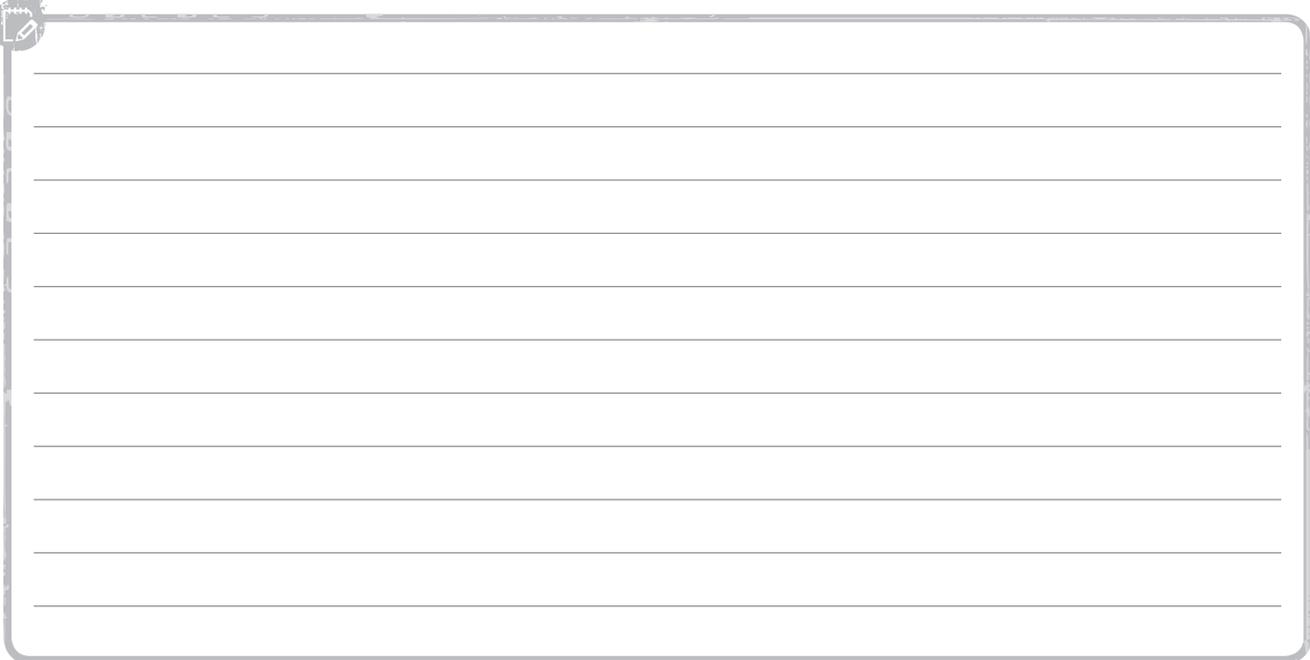
### Task 18

Provide an answer to **three** of the eight questions from the above checklist. An example is given for Question 5.

Question 5	Yes, only the HR manager is authorised to see confidential personal information

**Task 19**

How do you exercise your right to access your personnel records?  
Ask your employer and list below.

**1.9 HEALTH AND SAFETY****What you should know**

The Health and Safety at Work Act (1974) is the main legislation covering health and safety in the workplace.

Under this act, employers and employees have certain responsibilities, as follows.

- Employers must safeguard, as far as is reasonably practicable, the health, safety and welfare at work of all the people who work for them. This applies in particular to the provision and maintenance of a safe plant and safe systems of work and covers all machinery, equipment and substances used.
- People at work (employees) have a duty to take reasonable care to avoid harm to themselves or to others by their work activities, and to co-operate with employers and others in meeting statutory requirements. Employees must not interfere with or misuse anything provided to protect their health, safety or welfare.
- There are many health and safety regulations and codes of practice, which relate to different kinds of work and different sorts of workplaces.
- There are specific health and safety requirements relating to the employment of young people.

**Over to you**

You will need to know about:

- The specific health and safety regulations and codes of practice that apply to your workplace and job and the equipment you use.
- You will need to know about the measures put in place by your employer to provide protection for you and others, eg the name of the person who is responsible for health and safety in your workplace and your personal responsibilities.



## 2. PROCEDURES AND DOCUMENTS WITHIN YOUR ORGANISATION

### 2.1 CONTRACTS OF EMPLOYMENT

#### What you should know

- Your own contract of employment and/or written terms and conditions statement.
- The grievance procedures that should be followed in your own workplace.
- The system of payments used in your workplace and the associated documents.

#### Over to you

As already outlined in *1. Statutory rights and responsibilities* of this section, you will need to know the main terms and conditions of your contract of employment and who to go to if you have a grievance. You also need to know what information you have on your payslip, how often you are paid, and by what method.

#### Task 20

List three items that appear on your payslip and explain briefly what they mean (for example, National Insurance Number, National Tax Code).

1.	<hr/>
2.	<hr/>
3.	<hr/>

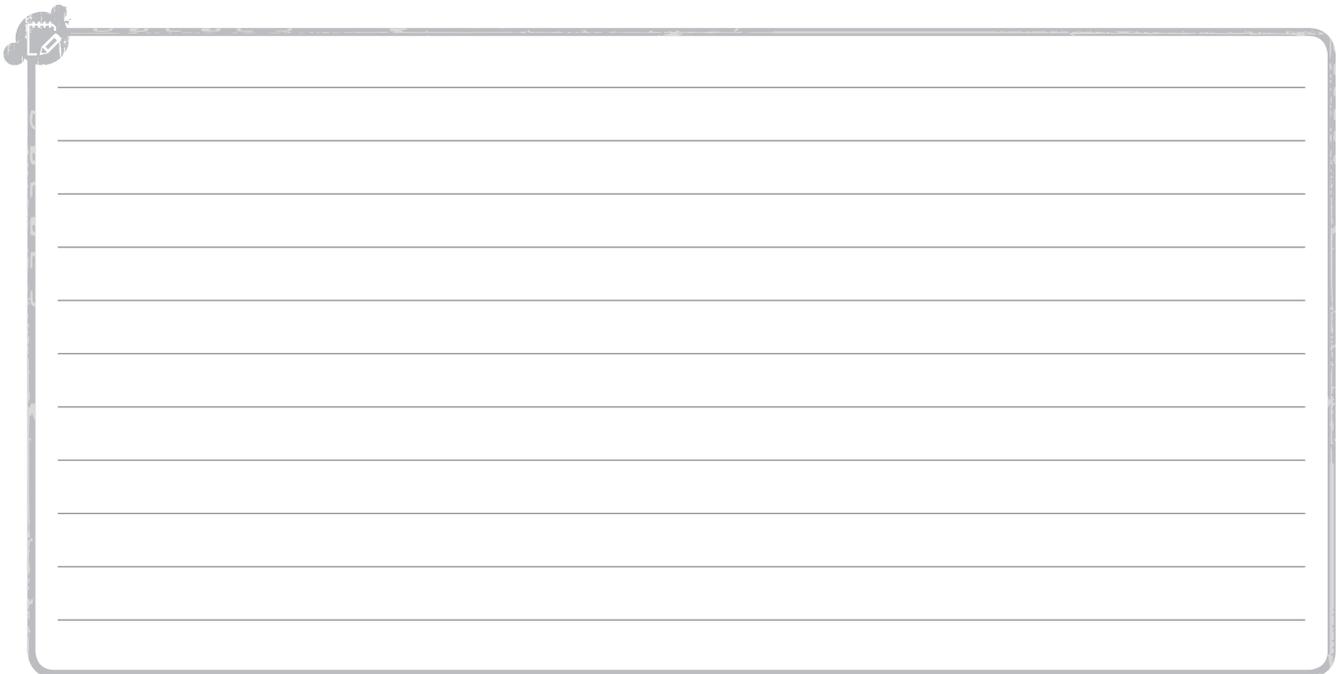
## 2.2 ANTI-DISCRIMINATION

### What you should know

- Equal opportunities policies and procedures in your workplace.
- The steps you should take if you experience or witness discrimination or bullying at work.

### Task 21

Identify the legislation that exists to protect you against harassment in the workplace.



## 2.3 WORKING HOURS AND HOLIDAY ENTITLEMENTS

### What you should know

- The working hours for your role and rest periods to which you are entitled.
- Steps you should take to request a period of time off work and the organisation's rules that apply to time off work for different reasons.

### Over to you

You will need to know what hours you are supposed to work, your shifts (if applicable), what time you are allowed for breaks and how you go about asking for time off for various reasons.

**Task 22**

Who do you need to contact to request time off work?


**2.4 SICKNESS ABSENCE AND SICK PAY****What you should know**

- Organisational sick pay arrangements relevant to your occupation.
- The rules about how and when you must notify your employer if you are unable to come to work because of ill-health, and the implications of not following these.

**Over to you**

You will need to know about the organisation's rules for giving notice of absence, notification if you are unable to go to work because of sickness and the arrangements for sick pay. You also need to know what will happen if you do not follow these rules.

**Task 23**

What are the arrangements for notification of sickness in your organisation? (For example, do you need to contact your place of work before a specific time on your first day of absence?)



## 2.5 DATA PROTECTION

### What you should know

- Who you report to on matters to do with your personnel record.
- The procedure to follow to report any changes in your circumstances.
- The type of information that is in your personnel record and who has access to it.

### Over to you

You will need to know who to inform if you have a change of circumstances, such as address change or change of name. You also need to know what information is kept about you and who has a right to see that information.

### Task 24

List three examples of changes to your personal circumstances that would need to be reported to your employer. Who would you report these changes to?

1.	<p>.....</p> <p>.....</p> <p>Report to whom: .....</p>
2.	<p>.....</p> <p>.....</p> <p>Report to whom: .....</p>
3.	<p>.....</p> <p>.....</p> <p>Report to whom: .....</p>

## 2.6 HEALTH AND SAFETY

### What you should know

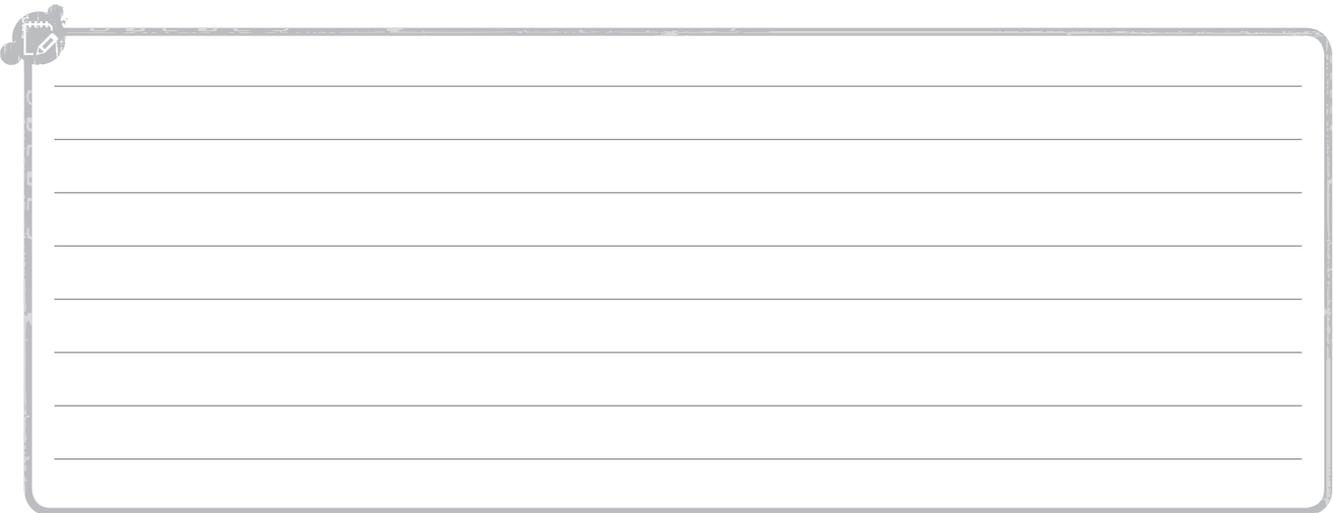
- The specific health and safety regulations and codes of practice that apply to your workplace and job.
- The measures put in place by your employer to provide protection for you and others against any risks arising from the work carried out, the environment, or the tools, materials or equipment used.

### Over to you

You will need to know of any regulations and codes of practice on health and safety that apply to your job, how you help to keep yourself and others safe in the workplace, and how your work complies with those requirements.

### Task 25

Give one example of a health and safety regulation and explain why it applies to your workplace.



### Task 26

Who is the nominated person in your workplace responsible for the first aid arrangements?

<b>Name:</b>	
<b>Job title:</b>	