

法定就業權利說明書 Statutory Employment Rights Fact Sheet

- 僱員有資格獲得他們每次被支付的逐條列出的工資單
- An employee is entitled to an **itemised pay statement** each time they are paid;
- 僱主必須在僱員開始工作的兩個月內提供一份包括基本資料的「聲明書」;
- Employers must give their employees a **written statement of their main terms and conditions of employment** within two months of commencing employment;
- 從員工就業的第一天起有資格獲得受薪年假。在就業的第一年期間員工可能在任何時候休假期，數量是限於他們所累積的。年度應得獲量以12分之一的計算法，由每個月開始作起點；
- Workers are entitled to **paid annual leave** from the first day of employment. During the first year of employment the amount of leave a worker may take at any time is limited to the amount they have “accrued” at that time. Accrual is at the rate of one-twelfth of the annual entitlement at the beginning of each month;
- 員工的法定受薪年假數量條件是可以用5.6乘他們的正常工作星期（例如：如果你每週工作五天~ $5 \times 5.6 = 28$ 天就是每年的受薪年假）。有薪或無薪的銀行或公共假日沒有不算是的法定工資權利。公眾假期並沒有法例規定，除非他們的合約的法定假期額外給于銀行/公眾假期；
- The amount of **statutory paid annual leave** that a worker is entitled to can be worked out by multiplying their normal working week by 5.6 (eg, if you work five days per week - $5 \times 5.6 = 28$ days paid annual leave per year). There is no statutory right to have bank or public holidays with or without pay. Bank or public holidays which the worker has off will count towards the worker's statutory holiday, unless their contract gives bank/public holidays in addition to statutory holidays;
- 不論她就業的長度，女僱員有資格獲得52個星期的妊娠假（由26個星期的普通妊娠假接著的是26個星期額外妊娠假所組成）。如果女僱員為同一僱主連續工作最少26星期直至臨盆之前的第15星期和每星期的工資是國民保險最低限度工資，她有資格獲得39個星期法定妊娠津貼；
- A female employee is entitled to 52 weeks **maternity leave** (made up of 26 weeks' ordinary maternity leave followed by 26 weeks' additional maternity leave) regardless of her length of service. A female employee is entitled to 39 weeks **Statutory Maternity Pay** if she has been continuously employed for 26 weeks by the 15th week before the expected week of childbirth and has average weekly earnings of at least the national insurance lower earnings limit;

- 為了領養或小孩出生的僱員同一僱主連續工作最少26星期直至臨盆之前的第15星期，可能有資格獲兩個星期陪產假期；
- Employees who have worked for their employer continuously for 26 weeks by the end of the 15th week before the expected week of childbirth, may be entitled to paid paternity leave of up to two weeks for the birth or adoption of a child:
- 如果為領養放置 / 配合一個小孩給他們的僱員持續26星期為他們的僱主工作,可能有資格獲得52個星期法定領養假期（由26個星期的普通領養假期接著26個星期額外領養假期組成）。法定領養工資是39星期；
- Employees who have worked for their employer continuously for 26 weeks, may be entitled to 52 weeks **Statutory Adoption Leave** (made up of 26 weeks' ordinary adoption leave followed by 26 weeks' additional adoption leave) if they have a child matched/placed with them for adoption. **Statutory Adoption Pay** is paid for 39 weeks;
- 做滿一年的僱員為了每個五歲以下的小孩，有資格獲得13個星期無薪父母親假期。這個權利適用於父或母。有殘疾小孩的父母有資格獲得18個星期無薪父母親假期；
- Employees who have completed one year's service are entitled to 13 weeks unpaid **parental leave** for each child under the age of five - this right applies to both parents. Parents of children with disabilities are entitled to 18 weeks unpaid parental leave;
- 持續26星期連續地為他們的僱主工作的僱員為了照顧16歲以下的小孩(18歲，如果小孩有殘疾)或照顧一個配偶、伴侶、同性伴侶或需要照顧的成年親戚、或照顧的人不是任何以上類別但是和護理者同住是有權利請求有彈性工作法；
- Employees who have worked for their employer continuously for 26 weeks, have the right to request **flexible working** to look after a child under the age of 16 (18 if the child has a disability) or to care for a spouse, partner, civil partner or adult relative who is in need of care, or to care for someone who is in need of care but does not fall into any of the above categories but who lives at the same address as the carer;
- 為了處理涉及家屬緊急情況，所有僱員有資格獲得無薪的合理休息時間；
- All employees are entitled to reasonable **time off work** without pay to deal with an emergency involving a dependant;
- 目前全國最低工資比率：21歲以上的人每小時£5.93，18-20歲的人每小時是£4.92和16和17歲的人每小時是£3.64；
- The current rate of **National Minimum Wage** is £5.93 per hour for those aged 21 and over, £4.92 per hour for those aged 18-20 and £3.64 per hour for 16 and 17 year olds;

- 如果僱員持續四天生病和收入是國民保險最低限度的工資會符合法定病假工資的條件。在任何時期不適合工作的法定病假工資是28星期；
- Employees qualify for **Statutory Sick Pay** if they are sick for four days in a row and have earnings of at least the national insurance lower earnings limit. SSP is paid for up to 28 weeks in any period of incapacity for work;
- 員工的平均工作時間，包括超時，每七天的時期不可以超過 48 小時，除非員工同意超過這個工作；
- A worker's average **working time**, including overtime, for each seven-day period must not exceed 48 hours, unless the worker agrees to work more than this;
- 延續工作多過六小時的員工有資格獲得 20 分鐘休息一次，18歲以下員工在延續多過四個半小時工作有資格獲得 30 分鐘休息一次；
- A worker who works more than six hours at a stretch is entitled to a **rest break** of 20 minutes, a worker under 18 who works for more than four and a half hours at a stretch is entitled to a rest break of 30 minutes;
- 所有兼職的員工的資格跟全職的員工有同樣的契約權利（按比例）；
- All **part-time** workers are entitled to the same contractual rights (pro-rata) as full-time workers;
- 僱員必須持續為一名僱主工作至少兩年才符合法定的裁僱員工資的條件；
- An employee must be working for an employer for at least two years in order to qualify for **statutory redundancy pay**;
- 做滿每一年的僱員應給一個星期解雇通知，一年加最少一個星期，最多是十二個星期；
- An employee is entitled to receive at least one weeks **notice** for each year of completed service subject to a maximum of twelve weeks;
- 僱主為了那人的性別，宗教信仰或政治見解，種族，殘疾，性取向和年齡來視一個人是不合法的。
- It is unlawful for an employer to discriminate against a person on the grounds of their sex, religious belief or political opinion, race, disability, sexual orientation and age.

(CAB www.citizensadvice.co.uk Please note this fact sheet gives general guidance

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