

# CHALLENGE 7



## KNOW YOUR RIGHTS!

As an employee you have a number of statutory (legal) rights that have been passed by Parliament. It is important that you know what these are. Your employer will have a legal obligation to follow these, so be in the know!

### You have the right to:

#### ● Not face discrimination

Throughout your job searching journey- from the application, to interview stage to being in employment- employers are not allowed to treat you unfairly and discriminate against you due to the following reasons:

- Age
- Disability
- Sex
- Race
- Religion or belief
- Sexual orientation
- Gender Reassignment
- Marriage & Civil Partnership
- Pregnancy and maternity

#### ● Reasonable adjustments

It is your choice to disclose any disability (physical, learning or mental health) before your interview. It is worth considering that if you do so, the employer can make reasonable adjustments for you during the interview process that could make all the difference in your performance.

Once you have secured employment it remains the responsibility of the employer to take positive steps to remove any barriers you may face due to your disability, in order to ensure that you can complete your job. This could include:

- Providing extra equipment or aids (e.g. Dragon software for a person with dyslexia)
- Making physical changes to the workplace (e.g. installing a ramp for wheelchair access)
- Changes to workplace practice and procedures (e.g. Flexible work hours)

Be on the lookout for Disability Confident employers and Mindful employers, like Leicestershire County Council



If an organisation is using these logos it means they have made a commitment to:

- Encouraging applicants with disabilities to apply, and to shortlisting for interview all applicants who have disclosed a disability on their application if they meet the person specification
- Make every effort to ensure that people who are disabled/who have become disabled can stay in employment by providing reasonable adjustments and training to staff around disability awareness

### ● Be paid at least the minimum wage

As per law everyone is entitled to earn the minimum wage.

As the rates change annually, please refer to **[www.gov.uk/national-minimum-wage-rates](http://www.gov.uk/national-minimum-wage-rates)**

### ● Paid holiday

As an employee you are entitled to paid annual leave. The number of days you are entitled to will depend on the length of your employment, how many hours a week you work and your employer's policy.

If you work full time for a full year you will be entitled to a minimum 28 days, which includes bank holidays.

Remember a good rule of thumb is to give your employer twice as much notice as the amount of leave you want when booking, and understand that they have the right to reject your request.

### ● Paid time off for the following reasons:

- Trade union duties
- Antenatal care
- Maternity /paternity leave
- Adoption leave

### ● Rest breaks:

You can find out what you are legally entitled to at **[www.gov.uk/rest-breaks-work/overview](http://www.gov.uk/rest-breaks-work/overview)**

You may be lucky and receive longer breaks- this all depends on your employer and will be agreed in your contract.

### ● Not work more than 48 hours a week.

Legally, you cannot work more than 48 hours a week averaged over a 17 week period. However if you are 18 or over you can choose to work more hours by 'opting out' and signing a written agreement with your employer. This is your decision. You should not feel pressured by your employer to agree to this and they cannot terminate your employment or treat you unfairly if you decide not to opt out.

### ● Sick pay

This will vary per company and details should be included in your contract. You are however entitled to statutory sick pay (SSP). For more information and for up-to-date rate please visit **[www.gov.uk/statutory-sick-pay](http://www.gov.uk/statutory-sick-pay)**

## REMEMBER

If you ever find yourself having a problem at work or want impartial advice, you can contact the Citizens Advice Bureau, ACAS or your trade union.

#### Important note:

This information is accurate as of May 2018. Check [online](#) for updates and changes.