

# Your Rights at Work



If you need help or advice, drop into our Progression+ Centres and see our Progression+ teams.



[ccgonline.chichester.ac.uk](https://www.linkedin.com/company/ccgonline)



<https://www.chigroup.ac.uk/our-group/>

## Introduction

There are many laws protecting employees in the workplace. When starting employment you should familiarise yourself with your contract of employment, staff handbook, company policies and procedures and seek advice from your manager or Human Resources representative if you are unsure of anything. There is also free useful information from:

⇒ [www.gov.uk](http://www.gov.uk)      ⇒ [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)      ⇒ [www.acas.org.uk](http://www.acas.org.uk)

## Example of some of the areas covered by employment law

- Contractual terms & conditions
- Wages / Pensions / Maternity / Paternity Pay
- Holiday / Absence
- Flexible Working Requests
- Dismissals
- Health & Safety
- Discrimination
- Bullying & Harassment
- Trade Unions
- Whistleblowing

## National Minimum & Living Wage Rates

The National Minimum Wage and National Living Wage provides employees with minimum standards and fairness in the workplace.

The National Minimum Wage rate per hour depends on your age and if you are an apprentice—you must be of school leaving age to receive this.

You must be aged 21 and over to receive the National Living Wage.

These rates are for the National Living Wage and the National Minimum Wage:

### The National Minimum Wage Rates from April 2024

£11.44 per hour      Workers aged 21 and over

£8.60 per hour      Workers aged 18-20 rate

£6.40 per hour      Workers aged under 18

£6.40 per hour      Apprentice rate, for apprentices under 19 or over 19 and in the first year of their apprenticeship, thereafter the minimum wage rates will apply.

The rates of the national minimum and living wage are reviewed and usually increased in April each year.