

Employee Rights in the UK

Your rights as a worker are protected by UK law.

Some rights apply as soon as you get a job, others depend on how long you work.
This leaflet sets out what you should expect from your employer.
These are your legal rights.

You do not need to pay a fee for employment within the UK.
It is against the law for a UK based agency to charge you a work finding fee.



Terms and conditions

You should receive a document stating the main conditions of your employment on your first day of work. This document must include:

Your name ; Employer's name and address; Job title or description of work and start date; Place of work (including all locations); How much and how often you will be paid; Hours and days of work, and if they will vary; Holiday entitlement (including public holidays); How long the job is expected to last; Length and conditions of the probation period; Obligatory training; Any other benefits (lunch, childcare vouchers); Sick pay and procedures; Other paid leave; Notice periods.

You must receive a wider written statement with more information, within two months of starting work.



National Minimum Wage

If you are in a permanent job, on a short term contract or working for an agency, the very minimum you should receive is the National Minimum Wage (NMW) or the National Living Wage (NLW), depending on your age.



Itemised payslip

You should receive a pay slip on the day you are paid, which shows your gross pay, net (take home) pay and the amount and reason for any deductions taken from your pay. Deductions that change each time you're paid, e.g. tax and National Insurance, should be listed on each pay slip. Pay should be received on time, including any holiday or sick pay due to you.



Hours of work

You are entitled to at least one day off per week, or two days every two weeks. If you work for more than six hours a day, you should have a rest break of at least 20 minutes.



Annual leave

You are entitled by law to a minimum number of weeks of paid holiday a year, starting from your first day at work. The amount of holiday you get depends on the days or hours you work. It is based on your normal working hours (pro rata for part-time workers), accrued during the time you work for your employer and should be paid at your normal working rate. When you leave your job, any holiday you are owed should be paid to you.



Sick pay

Your contract should state what payment you will receive if you are ill and cannot work. The minimum amount you are entitled to in the UK is Statutory Sick Pay (SSP). This applies when you are away from work for four days or more in a row. Your contract may give you additional pay or benefits in other circumstances.



Health and safety

Your employer has a legal responsibility for your health and safety at work. You should receive information, training, protective clothing and any necessary replacements free of charge, where appropriate.

Once in the UK your employer cannot:

- ✗ Restrict your movements.
- ✗ Keep your identification or passport.
- ✗ Force you to work extra hours without payment.
- ✗ Ask you to work more than 48 hours a week, including any overtime, unless you have chosen to do so.
- ✗ Withhold your wages.
- ✗ Deport you.
- ✗ Make deductions from your wages that are not listed on your payslips (i.e tax, national insurance, agreed transport / accommodation charges etc.). Even deductions you have agreed to must not take your pay below the minimum wage, except for a limited amount for accommodation.

Help and support

The GLAA is a UK government agency. Their role is to protect workers from exploitation. GLAA Workers' Rights leaflets are available in 21 languages and explain your rights as a worker in the UK. Visit: <https://www.gla.gov.uk/i-am-a/i-am-a-worker/workers-rights-leaflets>

If you are not receiving the pay and conditions you expected, feel you should be, or you have any concerns or suspicions of worker exploitation, please contact the GLAA free, confidential helpline without delay: Tel: 0800 432 0804 or email: intelligence@gla.gov.uk

If the job you expected to do is different from the one you have been provided with, your contract is changed, working hours reduced, you are dismissed or if you simply want to discuss your employment rights with an experienced advisor contact your local [Citizens Advice Bureau](#) or call the ACAS helpline on 0300 123 1100

Information on the [NHS Employers Ethical Recruitment Database](#)

Learn more about [Health and Care Worker Visa Information](#)

In an emergency, if there is a risk of danger to life, or violence is being used or threatened, call the police using 999.

Spot the Signs of Exploitation in the Workplace

There are a number of signs that can indicate someone is being exploited or controlled, think FEARLESS:

Forced to work long hours for little or no payment

Employer withholds passport, identity documents or money

Accruing debts for transport, accommodation or unwanted services

Reliant on employer for work, travel and accommodation

Living in substandard accommodation

Employee identity may be unconfirmed

Scared, withdrawn, confused, injured

Scared to communicate freely