Great Britain: Expanded statement of employment terms from April

By Mercer's Fiona Webster and Stephanie Rosseau
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From 6 Apr 2020, employers in Great Britain will have to provide new employees and workers on the first day of their employment, or earlier, an expanded statement of their employment terms. The changes feature in The Employment Rights (Employment Particulars and Paid Annual Leave) (Amendment) Regulations 2018. Currently, employers have to provide a statement of terms — this is sometimes called a "Section 1 Statement" — within two months of an employee's start date, but the new law will require employers to provide more information. Since the law only applies to Great Britain (England, Wales and Scotland), employers in Northern Ireland aren't affected.

Highlights

- Employers will have to include employment rights information in one written document. Limited types of information — for example, sick leave and pay and leave that is additional to vacation entitlement — could be included in an employee handbook or on the intranet, if easily accessible by the individual.

- Additional information that must be provided includes: the days to be worked; variable working hours; leave entitlement and any corresponding payment (for example, maternity and paternity leave) that is additional to vacation entitlement; probationary period duration and applicable conditions; and training entitlement if any, including if training is required and any cost that must be paid for by the worker/employee.

- Employees and workers who are employed before 6 Apr 2020 can request an updated statement of terms, and employers must provide it within one month of the request. Employers may also have to provide a statement of change if terms are changed.

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- Employees and workers will be allowed to make a referral to an employment tribunal for a declaration of their employment terms if their employer doesn't provide the required information, and awards could be between two and four week's pay.

Related resources

- The Employment Rights (Employment Particulars and Paid Annual Leave) (Amendment) Regulations 2018 (UK legislation, 17 Dec 2018)
- Information on employment status (UK government)
- Employment contracts (UK government)

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