



Usdaw

**YOUNG
WORKERS**

Supporting **Young Workers**

AN USDAW POCKET
GUIDE ABOUT YOUR
RIGHTS AT WORK

#YoungWorkers





Usdaw

Supporting Young Workers

Young workers are a vital part of the workforce but unfortunately are often undervalued, underpaid, discriminated against and even bullied at work.

All workers, irrespective of their age, should be treated in a fair and consistent manner by their employer.

Usdaw works hard to protect the rights of young workers and improve their terms and conditions. Usdaw is campaigning for the adult minimum wage rate to be paid to all workers, and has negotiated the removal of youth rates in many workplaces.

All workers, irrespective of their age, should be treated in a fair and consistent manner by their employer.

Whether you work full-time, part-time, or you are a student, Usdaw will make sure your voice is heard and your issues are dealt with. This guide answers some of the common questions about your rights at work.



All workers have a legal right to join a trade union, and your employer cannot prevent you from doing this.

“I have been told that the company don't like staff joining the union and that being a member will stop me getting on”

Your right to join a union

- All workers have a legal right to join a trade union, and your employer cannot prevent you from doing this.
- If you work in a company that recognises Usdaw, then they should support you joining.
- Your employer cannot discriminate against you for being a member of Usdaw. In fact, hundreds of Usdaw members and reps have been promoted to bigger roles with their employer.



You are legally entitled to a minimum of 28 days paid holiday per year.

Your right to paid holidays

- You are legally entitled to a minimum of 28 days paid holiday per year (pro rata for part-time staff).
- To ask for leave you need to follow your company's holiday booking process.
- Your manager must allow you to take at least the legal minimum leave from work. If you have difficulties, your Usdaw rep will help you get leave booked.

See Usdaw's Leaflet 352 – *Your Rights to Breaks and Paid Holidays.*

“My manager has told me that I am not entitled to paid holidays”



You are legally entitled to a minimum unpaid 20 minute break if you work longer than six hours a day.

“My manager has told me I’m not entitled to any breaks”

Your rights around breaks

- You are legally entitled to a minimum unpaid 20 minute break if you work longer than six hours a day.
- Many companies will offer better break entitlement than the legal minimum. This should be detailed in your contract or staff handbook.
- If you are unsure, speak to an Usdaw rep.



Your rights on working Sundays, Bank Holidays and overtime

Pay arrangements for overtime, Sunday and Bank Holiday working will vary between employers.

- Pay arrangements for overtime, Sunday and Bank Holiday working will vary between employers.
- Payments may range from single time, double time or time off in lieu, depending on your contract.
- If you are not clear about your rights, please speak to your Ushaw rep.

“My manager says I am only entitled to time off in lieu when I work overtime or on Bank Holidays/Sundays, is this right?”



Unless it says so in your contract, you cannot be deducted pay for lateness but it is your responsibility to turn up for work on time.

“I was late for work and my manager told me I would lose pay”

Your rights around getting to work on time

- Unless it says so in your contract, you cannot be deducted pay for lateness.
- However, it is your responsibility to turn up to work on time.
- Bear in mind that if you are regularly late this may lead to disciplinary action.
- Where possible, always notify your employer if you are going to be unavoidably late.



“My work schedule is constantly being changed; can they do this?”

Your manager can ask you to change your schedule if you don't work set hours, however the Union would expect these changes to be reasonable and agreed with you in advance.

Your rights around your work schedule

- This will depend on your contract.
- Your manager can ask you to change your schedule if you don't work set hours, however the Union would expect these changes to be reasonable and discussed and agreed with you in advance, giving you plenty of notice.
- If you have already made plans, they should be taken into account by your manager.



Employers should never introduce contract changes without consulting with the Union or the individual employee.

“My manager has told me they intend to change my contracted hours and if I don’t change I will have to leave”

Your rights around contracted hours

- Employers should never introduce contract changes without consulting with the Union or the individual employee.
- The Union would expect any changes to be reasonable and agreed by both parties.
- If you believe the changes are unreasonable, then you have the right to challenge this through the appropriate grievance procedure and be represented by Usdaw.
- Make sure any challenge is done immediately and ideally before the change is introduced, otherwise it may appear that you have accepted the change.



All employers are obliged by law to pay at least the National Living/Minimum Wage.

“I don't believe I am getting paid the correct rate for the job”

Your right to the minimum wage

- All employers are obliged by law to pay at least the National Living/ National Minimum Wage.

Age 16 and 17	Age 18 - 20	Age 21 - 24	Age 25+
£4.35	£6.15	£7.70	£8.21
Apprentice Rate*			£4.35
<i>All rates correct at April 2019</i>			

- Usdaw is campaigning for the adult minimum wage to be paid to all workers.
- Usdaw has negotiated higher rates of pay and the abolition of the youth rate in many companies - your pay rate should be detailed in your contract. If in doubt, speak to your Usdaw rep.
- For more information on the National Living/Minimum Wage go to: www.usdaw.org.uk/nmw

**This rate is for apprentices aged 16-18 and those aged 19 or over who are in their first year. All other apprentices are entitled to the National Minimum Wage for their age.*

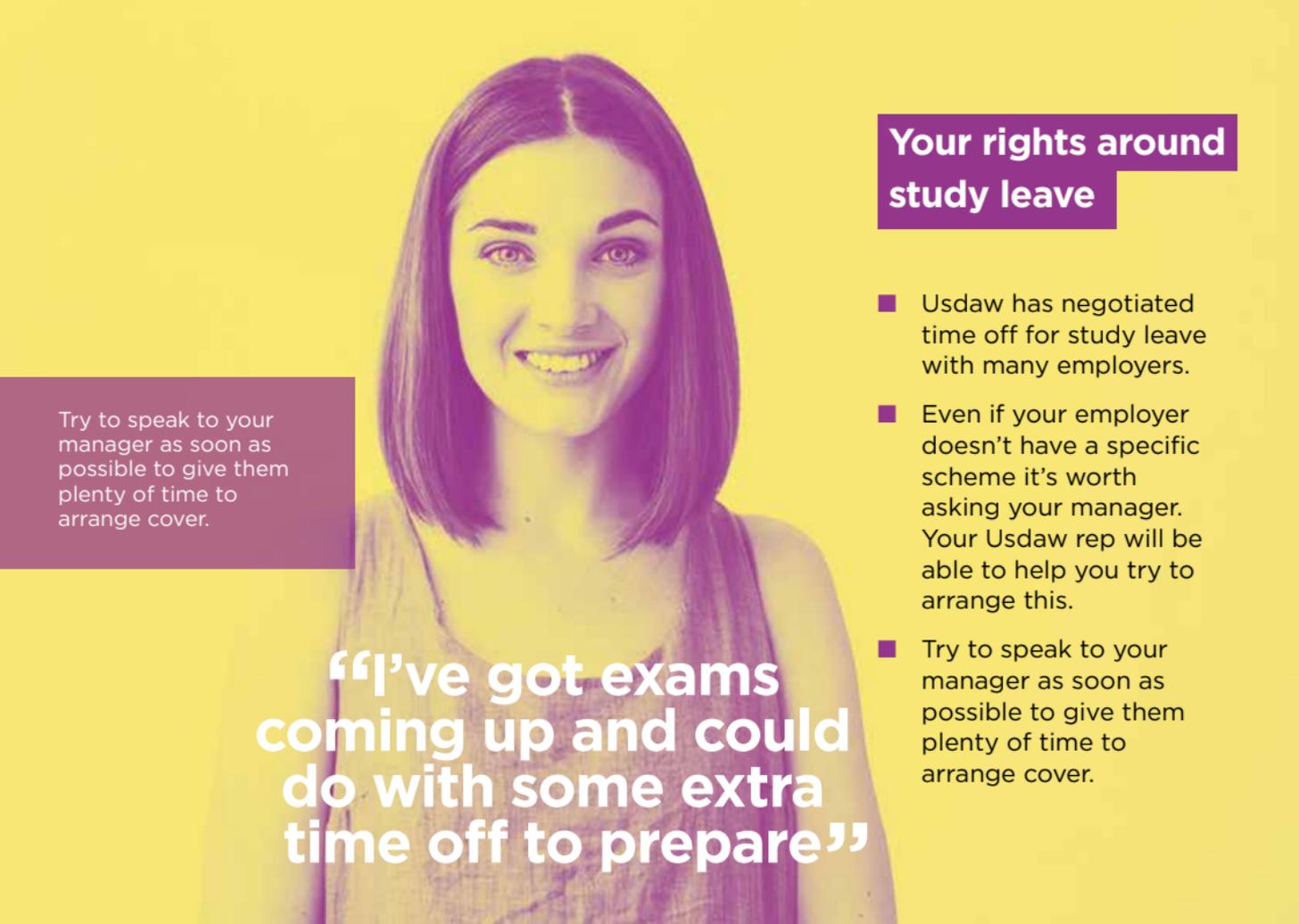
A smiling man with dark hair and glasses, wearing a black and white horizontally striped t-shirt, stands with his hands in his pockets against a light blue background.

You are entitled to receive your contractual pay on your pay date.

“I have been underpaid and told I’ll have to wait until my next pay date for it to be rectified”

Your rights on incorrect wages

- You are entitled to receive your contractual pay on your pay date.
- It is unreasonable to make you wait until your next pay day date. This could be classed as an unlawful deduction of wages and your employer should rectify this as soon as possible.
- Most companies have arrangements in place to rectify any errors within a few days. Your Usdaw rep will be able to help you sort this out.



Try to speak to your manager as soon as possible to give them plenty of time to arrange cover.

“I’ve got exams coming up and could do with some extra time off to prepare”

Your rights around study leave

- Usdaw has negotiated time off for study leave with many employers.
- Even if your employer doesn't have a specific scheme it's worth asking your manager. Your Usdaw rep will be able to help you try to arrange this.
- Try to speak to your manager as soon as possible to give them plenty of time to arrange cover.



The law allows workers to take reasonable time off to deal with an unexpected emergency involving a dependant.

“I need some time off to look after my child who has fallen ill at school”

Your right to time off for dependants

- The law allows workers to take reasonable time off to deal with an unexpected emergency involving a dependant.
- You are protected by law from dismissal or victimisation for using this right.
- In most cases one or two days should be enough to deal with an emergency.
- This time off is often unpaid.
- See Usdaw's *Time off for Family Emergencies - An advice guide for Usdaw members* (Leaflet 349) for more details.



All accidents should be recorded by the appropriate procedure in your workplace and reported to your Usdaw Health and Safety Rep.

Your rights if you have an accident at work

- All accidents should be recorded by the appropriate procedure in your workplace and reported to your Usdaw Health and Safety Rep so they can investigate. The Union would expect any absence as a result of the accident not to count in sickness absence calculations.
- Usdaw has a free accident claim line for members – FirstCall Usdaw 0800 055 6333.
- For more information on FirstCall Usdaw go to: www.usdaw.org.uk/legalplus

“I’ve had an accident at work, what should I do?”



All workers, irrespective of age, have the right to be treated in a fair and consistent manner by their employer.

“Because I’m young the manager gives me the heaviest workload and worst shifts. I feel vulnerable working late nights”

Your rights around workload and shifts

- All workers, irrespective of age, have the right to be treated in a fair and consistent manner by their employer.
- Young workers must be treated in the same way as all other staff.
- If you feel vulnerable, or your health and wellbeing is at risk, then you should speak to your Usdaw rep who will be able to support you in raising your concerns.
- For more information on Usdaw’s Freedom From Fear Campaign go to: www.usdaw.org.uk/fff



No-one should be subjected to bullying or harassment in the workplace.

Your rights on bullying and harassment

- No-one should be subjected to bullying or harassment in the workplace.
- Usdaw has negotiated anti-bullying and harassment policies with most companies that we deal with - many have a zero tolerance policy.
- Please speak to your Usdaw rep. They will be able to help you report any incident and support you in dealing with the situation.

“I feel like I am being bullied by my manager. I don't know what to do to make it stop”



Usdaw membership acts as insurance in case you need support at work and Usdaw reps provide professional support and advice.

“I have a problem at work who do I go to?”

Your rights if you have a problem at work

- We hope that problems don't arise, however Usdaw membership acts as insurance in case you need support at work.
- This could be a disciplinary matter, a grievance or some other workplace issue.
- Usdaw reps provide professional support and advice when you need it.
- If you don't have an Usdaw rep in your workplace, you can contact Usdaw on 0800 030 80 30 to get help, advice and representation.



You could have an accident or problems at work that could have a major impact on your future employment and wellbeing.

Don't gamble with your future

- Even if you don't plan on staying long, while you are there, you could have an accident or problems at work that could have a major impact on your future employment and wellbeing.
- Your employer has lots of support and legal advisors to help them in the workplace. Usdaw provides professional support to back you up in the same way.

“I don't need to join the Union. I don't plan on staying here that long”



Usdaw has lots to offer members, including free initial legal advice, FirstCall Usdaw, our free accident claim line and exclusive discounts and offers.

“What else do I get from my Usdaw membership?”

Usdaw has lots to offer

- Problems with your landlord? Usdaw offers free initial legal advice to all members.
- Had an accident? See if you can claim through FirstCall Usdaw, Usdaw’s free accident claim line, on 0800 055 6333. Family that you live with can also get free assistance for road traffic accidents.
- Usdaw has also negotiated exclusive discounts and offers for members. For full details go to: www.usdaw.org.uk/offers



Don't accept what you are told as necessarily being your company's official policy, or even what the law says.

“Stand up for your rights and join Usdaw!”

**Join Usdaw
TODAY!**

This is not a comprehensive list of your rights at work but hopefully you are now better informed. Don't accept what you are told as necessarily being your company's official policy, or even what the law says. Usdaw is always here for help and advice.

Stand up for your rights at work and join Usdaw and we will:

- Protect you at work and represent you if you have a problem.
- Negotiate with your employers to protect and improve terms and conditions of employment, including pay.
- Provide you with free legal cover.
- Ensure you are treated equally and with respect.



Usdaw

**YOUNG
WORKERS**

For more information about Usdaw or
to join, call **0800 030 80 30**
or visit **www.usdaw.org.uk/join**

www.usdaw.org.uk/youngworkers

Published by: Usdaw, 188 Wilmslow Road,
Manchester M14 6LJ

Leaflet 397
June 2019

Stock photography. Posed by models.