

# Legal Update

## Know how much holiday to give your staff

Most workers are legally entitled to paid holidays/annual leave.

From 1 April 2009, a worker's statutory paid holiday entitlement is 5.6 weeks (28 days for a worker working a five-day week). This can include public and bank holidays. The entitlement for part-time workers is calculated on a pro-rata basis. Prior to 1 April 2009, the entitlement was 4.8 weeks.

## National minimum wage rates

There are three rates of national minimum wage (NMW). They are based on recommendations of an independent body, the Low Pay Commission.

The **main (adult) rate** applies to workers aged 22 and over and is currently £5.93 per hour.

The NMW **development rate** applies to 18 to 21-year-olds and is currently £4.92 per hour.

The third NMW rate applies to **16 to 17-year-old workers** who are above school leaving age. It is currently £3.64 per hour. Apprentices under the age of 19 are not entitled to the NMW and apprentices over 19 are exempt in their first year.

## Prevent discrimination and value diversity

Preventing discrimination improves your chances of recruiting the best person for the job and getting the best performance from all those who work for you. However, unlawful discrimination discredits you as a business and can be very costly.

It is unlawful to discriminate on the grounds of:

- sex, including pregnancy and maternity
- marital status, including civil partnership status
- gender reassignment
- a person's disability
- race
- age
- sexual orientation
- religion/belief
- trade union membership or non-membership
- status as a fixed-term or part-time worker

For further information visit Business Link at [www.businesslink.gov.uk](http://www.businesslink.gov.uk)