

Date of issue: 06/10/2020

Citizens Advice Sherwood & Newark - 7 things to check if you're at risk of redundancy

Citizens Advice Sherwood and Newark has helped 150 people with employment issues since lockdown. Entitlement to the furlough scheme, pay and entitlements, dismissal and redundancy are the top issues it has dealt with during the pandemic.

Jackie Insley, Chief Officer of Citizens Advice Sherwood and Newark, said:

"We have helped people with a huge range of issues since lockdown, but we know that as the furlough scheme draws to an end, lots of people may be feeling worried and need advice. If you're at risk of redundancy, it's important to know you do have rights to help protect you from unfair dismissal and to ensure you're paid what you're owed."

"It's completely understandable that you may find the rules and procedures overwhelming, but you don't have to face redundancy alone. We are here to help."

7 things to check if you're at risk of redundancy

1. **Check if your redundancy is fair.** There are rules to protect you from being discriminated against, and for being picked for redundancy due to an unfair reason. For example: being picked because you work part-time or you made a complaint about health & safety.
2. **Check how much redundancy pay you get.** You're entitled to statutory redundancy pay once you've been an employee for two years. The amount will depend on your age and how long you have worked for the company. You won't get statutory redundancy pay if you are self-employed or in certain professions e.g. the armed forces. You may lose out on statutory redundancy pay if you turn down a suitable alternative job from your employer without a good reason. Check if you're entitled to contractual redundancy pay.
3. **Furloughed?** Make sure you get 100% redundancy pay. If you were furloughed and then made redundant, your redundancy pay should be based on your normal wage. If you were paid 80% of your wages while on furlough, your redundancy pay should be based on your full wage.
4. **Check your notice period.** If you've worked there for more than a month but less than two years, you have to be given a week's notice. For two years or more, it's a week for each full year you have worked, up to a maximum of 12 weeks. You may be entitled to a longer notice period as part of your employment

contract. Your notice period starts when your employer says you'll be made redundant and gives you a finishing date - not when you're told you're at risk of redundancy.

5. **Check your holiday pay.** You'll be paid for any holiday you have left over when you leave, at your normal rate, even if you're currently furloughed on 80% of your pay. Your employer can tell you to use up any holiday you have left over, but they must give you you notice. The notice must be at least twice as long as the holiday they want you to take.
6. **You might be entitled to paid time off to look for work.** If you've worked for your employer for two years at the end of your notice period, you're likely to be entitled to 'reasonable' time off to apply for jobs or go on training. Your employer can't ask you to rearrange your work hours to make up the time off. When taking time off to look for work, you'll be paid at your normal hourly rate, but only for up to 40% of a week's work - e.g. for up to 2 days if you work a 5 day week.
7. **Check if you've got legal help via your home insurance.** Often people get 'legal expenses cover' as part of their home insurance package and can use it to challenge their redundancy if they think it's discriminatory or unfair.

If you have a trade union at work, you could also contact them. Your union can help you work out if you've got a claim, and support you through the process, for example by going to meetings with you or negotiating on your behalf.

Citizens Advice's pages on [leaving a job](#) have further information and advice on all of these areas.

You can contact Citizens Advice Sherwood & Newark for information and advice:

- **General advice** will be given via our Advice line which people can reach by calling 03444 111 444 or by Textphone: 18001 03444 111 445. This is open Monday to Friday from 10am to 4pm. Alternatively, you can ring our local office number on 01623 861769 where you may be offered a call back
- People can **chat online** to an advisor by visiting our website at www.citizensadvice.org.uk/contact-us.
- To contact us via email use **clients@sn-ca.org.uk**
- You can find help with **Debt & Money Advice** on 01623 869081
- For advice on **Consumer issues** (e.g. issues related to products or services you've purchased) call the Citizens Advice consumer helpline on 0808 223 1133 Textphone: 18001 0808 223 1133 or chat online to an advisor on our website.
- Anyone seeking support to make a new claim for **Universal Credit** should call the Universal Credit Help to Claim line on 0800 1448444. Textphone: 18001 0800 144 8 444 and Web-chat:www.citizensadvice.org.uk/helptoclaim

Notes to editors:

1. Citizens Advice is made up of the national charity Citizens Advice; the network of independent local Citizens Advice charities across England and Wales; the Citizens Advice consumer service; and the Witness Service.
2. Our network of charities offers impartial advice online, over the phone, and in person, for free.
3. Citizens Advice is the largest provider of free, multi-channel debt advice. Providing that help gives Citizens Advice unique insight into the types of debts people struggle with.
4. Contact us on 01623 861769