



Foremans (UK) Limited

Guide to Your Statutory  
Entitlements



**Foremans (UK) Ltd**  
Professional Umbrella Solutions



## Statutory Entitlements

As an employee of Foremans (UK) Ltd you will benefit from a number of entitlements, subject to qualifying conditions, which are guaranteed under UK law:

### 1. Statutory Sick Pay

Statutory Sick Pay (SSP) is paid to employees who are unable to work because of illness. SSP is paid at the same time and in the same way that you are normally paid by Foremans (UK) Limited. Just notify us about your sickness within seven days of its commencement.

After an initial 3 day waiting period employees are entitled to **£86.70** per week from 6 April 2013.

### 2. Statutory Paternity Pay

Statutory Paternity Pay (SPP) is payable to the biological father or the mother's partner (male or female) on the birth of a baby. It is also payable to either the partner of a person adopting alone, or where a couple adopt, to the partner who doesn't apply for Statutory Adoption Pay (SAP). The payment of SPP replaces your normal earnings and helps you to take time off to care for the child or support the mother.

Employees are entitled to take one or two weeks' ordinary paternity leave at the lower of:

- **£136.78** - from 6 April 2013
- 90 per cent of their average weekly earnings

You are also entitled to up to 26 weeks' paid Additional Paternity Leave - but only if the mother / co-adopter returns to work and any relevant SMP or SAP payment has stopped. Additional Paternity Leave can be taken any time from 20 weeks after the child is born, but it must have finished by the child's first birthday. In the case of adoption it can start anytime between 20 weeks and 52 weeks after the child starts living with the adopter.

The payment of SPP replaces your normal earnings and helps you to take time off to care for the child or support the mother. However, whether Foremans (UK) Ltd has to pay you SPP depends on how long you have worked for Foremans (UK) Ltd, how much you earn and when the baby is due or the date of adoption.





### 3. Statutory Maternity Pay

As an employee of Foremans (UK) Limited you have a right to claim Statutory Maternity Pay (SMP) which is payable to mothers who are absent from work to have a baby.

You also have a statutory right to a minimum amount of maternity leave. This is normally 26 weeks of 'Ordinary Maternity Leave' and can be an additional 26 weeks of 'Additional Maternity Leave' - making one year in total. As long as proper notice is given, this can be taken no matter how long you have worked for Foremans (UK) Limited, how many hours you work or how much you are paid.

For the first six weeks employee SMP is paid at the rate of 90% of their average weekly earnings. For the next 33 weeks at the **lower** of the following:

- **£136.78** - from 6 April 2013
- 90 per cent of their average weekly earnings

The payment of SMP replaces the normal earnings to help to take time off around the time of the birth. However, whether SMP has to be paid to an expectant employee depends on how long they have worked for Foremans (UK) Limited and how much you earn.

SMP is treated as earnings so Foremans (UK) Ltd will still need to make any PAYE and NI deductions that are due.

### 4. Statutory Adoption Pay

Statutory Adoption Pay (SAP) is payable when a child is adopted. Where a couple adopt together, only one person is entitled to SAP. The payment of SAP replaces your normal earnings to help you take time off around the time that the child is placed with you.

As an employee you may be entitled to SAP for up to 39 weeks at the lower of:

- **£136.78** - from 6 April 2013
- 90 per cent of their average weekly earnings

The payment of SAP replaces your normal earnings to help you take time off around the time that the child is placed with you. However, whether Foremans (UK) Ltd has to pay you SAP depends on how long you have worked for Foremans (UK) Ltd, how much you earn and when the child was matched for adoption.





## 5. Accrued Holiday Pay

There is a minimum right to paid holiday. As employee you are entitled to:

- 5.6 weeks paid annual leave;
- accrue holiday as soon as you start work
- get normal pay for your holiday
- get paid for any holiday you have not taken when you finish a job

Remember that bank and public holidays can be included in your minimum entitlement.

As an employee of Foremans (UK) Ltd your holiday pay is calculated as follows:

The holiday entitlement of 5.6 weeks per year is equivalent to 12.07 per cent of the hours you work.

The 12.07 per cent figure is calculated as follows:

weeks' holiday, divided by 46.4 weeks (being 52 weeks - 5.6 weeks) multiplied by 100 = 12.07 per cent.

## 6. Pensions

From October 2012 a requirement was introduced for employers to automatically enrol all eligible job holders into a qualifying workplace pension and to make minimum contributions into it. The first staging dates for automatic enrolment began for the largest employers from 1 October 2012 and will continue until 2018.

In 2013/14 employees are eligible for automatic enrolment if they are aged between 22 and State Pension age, and earn over £9440 per year. The employee, the employer and the government all pay into the employee's 'pension pot'.

As an employee, if you have been automatically enrolled into a workplace pension scheme a minimum percentage of your 'qualifying earnings' must be paid into the scheme. 'Qualifying earnings' are the amount you earn before tax between £5,668 and £41,450 a year, or your entire salary or wages before tax. Your employer chooses how to work this out.

The minimum contributions, as a percentage of the qualifying earnings, are shown below:

	2013/14	Rising By 2018 to
<b>Employee</b>	0.8%	4.0%
<b>Employer</b>	1.0%	3.0%
<b>Government</b>	0.2%	1.0%





Foremans (UK) Ltd will inform all its contractor employees of its pension arrangements upon joining.

**Want further information or advice? Give us a call on 01244 625 555!**