

LOW PAY COMMISSION
RECOMMENDED STATEMENT OF STATUTORY WORKPLACE ENTITLEMENTS

This notice might be displayed in all workplaces that employ workers on the statutory minimum wage. The entitlements detailed below are only intended to provide a brief outline of what is contained in a range of legislation detailing employee workplace entitlements. Full details of the various Acts listed below can be accessed at www.workplacerelations.ie.

Hourly Rates of Pay (National Minimum Wage Acts, 2000 & 2015)

Category of Employee <i>(from 4 March 2019)</i>	Hourly Rate <i>(Age-related from 4 March 2019)</i>
Experienced Adult Worker	€9.80
Under 18	€6.86
Aged 18	€7.84
Aged 19	€8.82

- **Weekly Working Hours and Contract of Employment (*Terms of Employment (Information) Acts, 1994-2014*)**

An entitlement to receive from your employer, within 2 months of commencing employment, a written statement of the terms and conditions of employment to include, but not restricted to

- *Name of employer*
- *Place of work*
- *Title of job or nature of work*
- *Expected duration of contract*
- *Hourly rate of pay and the pay reference period for the purpose of the National Minimum Wage Act 200*
- *Day and hours over which work will be structured*
- *How regular and by what method you will be paid*

- **Payslip (*Payment of Wages Act, 1991*)**
 - Employer must pay wages in/by cash, cheque, credit transfer, postal/money orders or bank draft
 - A worker has an entitlement to a written statement of wages (pay slip) which shows the gross and net wage and all deductions made
 - An employer cannot make deductions from wages unless authorised by law e.g. PAYE, PRSI, USC etc, without the permission of the worker

- **Breaks (*Organisation of Working Time Act, 1997*)**
 - A daily rest period of 11 consecutive hours per 24 hour period
 - One period of 24 hours rest per week preceded by the 11 hours daily period
 - Daily breaks of 15 mins where more than 4.5 hours have been worked, 30 mins where more than 6 hours have been worked which may include the first break
 - Shop employees who work more than 6 hours daily that include the hours between 11.30am and 2.30pm must be allowed a break of 1 hour which must commence between the hours of 11am and 2.30pm

- **Annual Leave (*Organisation of Working Time Act, 1997*)**
 - Holiday pay is earned against time worked in accordance with the following calculations
 - 4 working weeks in which the employee works at least 1,365 hours unless it is a leave year in which the employee changes employment
 - One third of a working week per calendar month that the employee works at least 117 hours
 - 8% of the hours an employee works in a leave year but subject to a maximum of 4 working weeks
 - Payment for annual leave must be made in advance of the leave been taken

- **Public Holiday Leave (*Organisation of Working Time Act, 1997*)**
 - All employees are entitled to nine public holidays which are listed in the full Act
 - In respect of full time employees there is no service requirement

- Part time employees must work at least 40 hours during the 5 weeks ending on the day before a public holiday to qualify for the public holiday
- In respect of each public holiday an employee is entitled to one of the following as the employer may decide

A paid day off on the holiday

A paid day off within a month

An extra day's annual leave

An extra days pay

- If the public holiday falls on a day on which the employee normally works they are entitled to one of the above entitlements
- If the public holiday falls on a day on which the employee does not normally work they are entitled to one fifth of the normal weekly wage for the day

- **Protection Against Zero Hours (*Organisation of Working Time Act, 1997*)**

In the event of work not being made available employees are entitled to be paid 25% of the time which they are required to be available.

- **Job Information e.g. Employer, Hours etc. (*Employment Miscellaneous Provisions Act 2018*)**

- *Bans zero-hour contracts in most situations and*
- *Provides for minimum payments and banded hours*
- *States that employers must provide employees with information on the 5 core terms of employment within 5 days of them starting work*

Additional statutory employment rights are contained in the following pieces of legislation and more details of same can be accessed at www.workplacerelations.ie.

- Equal Treatment (*Protection of Employees (Part-Time Work) Act, 2001*)
- Employment Permits (*Amendment*) Act, 2014)
- Maternity Leave (*Maternity Protection Act, 1994-2004*)
- Adoptive Leave (Adoptive Leave Act, 1995-2005)
- Paternity Leave (Paternity Leave Act, 2016)
- Parental Leave (Parental Leave Acts, 1998-2006)

- Carer's Leave (Carer's Leave Act, 2001)
- Minimum Notice (Minimum Notice and Terms of Employment Acts, 1973-2005)
- Unfair Dismissal (Unfair Dismissals Act 1977-2015)
- Redundancy (Redundancy Payments Acts, 1967-2014)