

# MY RIGHTS AT WORK

## Employers

- cannot employ young people under 16 in regular full-time jobs;
- cannot require 14-15 year olds to work before 8.00am or after 8.00pm;
- must keep records for every employee aged under 18 including details of the employee's starting and finishing times for work.

## In general you...

- must provide your employer with parental consent and a birth certificate as proof of age, if you are under 16 years of age;
- cannot serve alcohol at any time unless you are above 18;
- have an entitlement to public holidays if you have worked 40 hours in the 5 weeks prior to it, and should get one of the following:
  - > a paid day off on that day
  - > a paid day off within a month of that day
  - > an additional day's leave
  - > an additional day's pay
- it is the employer who decides the times at which a worker takes their annual leave having regard to work requirements, but are obliged to take into account the needs of the worker to reconcile work and family responsibilities as well as the opportunities for rest and recreation that the worker has available to them;
- you are entitled to work in a safe and healthy environment, free from exploitation, bullying or harassment and where you receive decent pay and conditions.

## If you are 14 years of age ....

There is a right to work in a part-time job (light work) ONLY during school holidays and for a maximum of 35 hours per week with 21 days off over these holiday periods in total.

## If you are 15 years of age ....

There is a right to work 8 hours per week (light work) during the school term and 35 hours per week (light work) outside school term-time.

You must have the following breaks and rest periods;

- ½ hour break after 4 hours of work
- 14 consecutive hours off between shifts
- 2 consecutive (where possible) days off per week

## If you are 16 or 17 years of age ....

The maximum working week is 40 hours per week with a maximum of 8 hours per day.

- you must have a half hour break after 4.5 hours of work and 12 consecutive hours free between shifts;
- you must NOT work after 10.00pm or before 6.00am;
- working in pubs is an exception, where you can work until 11.00pm on days that are not followed by a school day.

## If you are 18 years of age or above you must (at a minimum)

- get an 11 -hour rest period in each 24-hour period during which you are working for your employer;
- take a 15-minute break for every 4.5 hours worked;
- take a 30-minute break for every 6.5 hours worked;
- 24 consecutive hours of a rest period in each 7-day period worked.
- work no more than 48 hours in any given week;
- receive paid holidays based on the hours worked and calculated as follows:
  - > 4 working weeks you have worked more than 1,365 hours in the leave year;
  - > If you worked less than 1,365 hours the calculation is as follows:
    - 1/3 of a working week where you worked at least 117 hours in a calendar month;
    - 8% of the hours the worker worked in a leave year (to a max of 4 working weeks).
- if you work 8 months or more in a leave year then you are entitled to an unbroken period of two weeks annual leave.

# JOINING A UNION

As a worker you are entitled to join a union appropriate to your job or sector, who will provide information, support and representation to you throughout your working life should you need it. A union will ensure that you receive your entitlements

and will negotiate for better terms and conditions on your behalf. For more information email us at [info@onemovement.work](mailto:info@onemovement.work) or check out [www.onemovement.work](http://www.onemovement.work) ...It's probably the best decision you will ever make.

# TERMS AND CONDITIONS OF WORK

You must receive written terms and conditions within 5 days of starting a new job containing 5 core terms; full names of employer and employee, address of employer, the expected duration of the contract or end-date if it is a fixed term contract, your rate of pay, hours expected to work per normal day and normal week. You must also receive full written terms of employment from your employer within two months of the commencement of employment. See overleaf for an example of such a statement.

Minimum hourly rates of pay (at June 2021)  
These minimum wage rates apply to all workers and are reviewed on an annual basis. Check [www.onemovement.work](http://www.onemovement.work) for updated rates.

- Workers aged 20 and over €10.20
- At age 19 €9.18
- At age 18 €8.16
- At under 18 €7.14

The National Minimum Wage Act also protects you if you seek to be paid the appropriate minimum wage rate from our employer and are victimised for doing so. Any worker who is dismissed by their employer for seeking the minimum wage can bring a claim for unfair dismissal regardless of their length of service with the employer.

## Hours, notice, availability

The practices of "zero-hour" or "if and when contracts" have been outlawed since March 2019 which no longer allows employers to call employees

into work without prior notice and sent home without pay if no longer required. If you are called into work, you must be paid for a minimum of 3 hours at the appropriate National Minimum wage rate or Employment Regulation Order (ERO) rate.

Each week, you also must be paid for at least 25% of your contracted hours or 15 hours, whichever is less. For example, if you are required to be available for 20 hours per week but you got no work, you would be entitled to 15 hours or 25% of 20 hours (i.e. 5 hours), whichever is less. In this case it is 5 hours pay.

## Remember when working...

- find out who your line manager (boss) is;
- if you think you are not getting your proper entitlements, talk to your boss;
- if you are not happy with the response, talk to your union rep;
- contact [info@onemovement.work](mailto:info@onemovement.work) if you need to find out more information or get in touch with a union representative and get some assistance;

Remember if you have any questions about the workplace or are unsure what you might be entitled to, don't stay silent, get in touch with us at [info@onemovement.work](mailto:info@onemovement.work)

- [www.instagram.com/onemovementcork](https://www.instagram.com/onemovementcork)
- [www.facebook.com/onemovementire](https://www.facebook.com/onemovementire)
- [twitter.com/onemovementcork](https://twitter.com/onemovementcork)

# MY STATEMENT OF EMPLOYMENT

Name of employer:

Name of employee:

Place of work (address):

Title of job (nature of work):

Date of commencement of employment:

Duration of the contract (if temporary, indefinite if not):

Rate of pay:

Pay frequency: weekly [ ] bi-weekly [ ] monthly [ ] Please tick appropriate box

Hours of work: daily [ ] weekly [ ] Please tick appropriate box

Terms and conditions relating to hours of work:

Holiday entitlement and method of calculation:

Access to paid leave:

Terms and conditions relating to paid leave:

Terms relating to sick pay:

Terms relating to pension:

Length of notice which the employee must provide when leaving:

Length of notice which the employee must receive when contract is being terminated: