

Date of change	Summary of change	What's changing?	What does this mean for you?
8th March 2024	<p>Alterations to the two-week entitlement are being made.</p> <p>Employees opting for paternity leave will now have the flexibility to take their statutory two-week entitlement as two separate one-week blocks (if they choose to do so). This departs from the current requirement of taking it either as two consecutive weeks or just one single week in total.</p>	<p>When leave can be taken - Paternity leave can now be taken at any point within 52 weeks following the birth, as opposed to the previous requirement of taking it within the initial 56 days after birth.</p> <p>Notice – employees will now only be required to provide a 28-day notice of their intention to take statutory paternity leave. This marks a change from the previous obligation of giving a minimum of 15 weeks' notice before the Expected Week of Childbirth (EWC).</p> <p>Who the changes apply to – these changes will apply in all instances where the EWC is on or after 06 April 2024.</p>	<ul style="list-style-type: none"> • Revising the paternity leave policy is required. • Update the paternity leave policy and associated documents. • Beneficial to inform employees about these modifications.
1st April 2024	<p>Both employees with part-time schedules and those working irregular hours will accrue annual leave entitlement on the final day of each pay period. The accrual rate is set at 12.07% of the hours worked during that specific pay period. This is subject to a maximum of 28 days per year.</p>	<p>Main change - For leave years starting on or after 1 April 2024, people who work irregular hours or for part of the year will build up ('accrue') leave differently. This means their entitlement will be 12.07% of the hours they work in a pay period, up to a maximum of 5.6 weeks (28 days).</p> <p>Rolled up holiday pay - Employers can choose to use rolled-up holiday pay. This applies to irregular hours workers and part-year workers only. Employers will need to tell</p> <p>Who the changes apply to – these changes will apply to all part time workers and irregular hour workers starting on or after 01 April 2024</p>	<ul style="list-style-type: none"> • Upskill accounts/payroll through training. • Inform employees affected.
1st April 2024	<p>New national minimum wage & national living wage increase from April 2024.</p>	<p>From 1 April 2024 there will be: A £1.02 (or 9.8%) increase to the NLW for those aged 21 and over - from £10.42 to £11.44 per hour. A £1.11 (or 14.8%) increase to the National Minimum Wage (NMW) for those aged 18-20 - from £7.49 to £8.60 per hour.</p>	<ul style="list-style-type: none"> • Employers must use the guidelines to pay their employees the fair rate.

		<p>New rates</p> <ul style="list-style-type: none"> • 21 and Over Rate - £11.44 (£1.02 increase, 9.8% increase) • 18-20 Year Old Rate - £8.60 (£1.11 increase, 14.8% increase) • 16-17 Year Old Rate - £6.40 (£1.12 increase, 21.2% increase) • Apprentice Rate - £6.40 (£1.12 increase, 21.2% increase) • Accommodation Offset - £9.99 (£0.89 increase, 9.8% increase) <p>The National Living Wage (NLW) initially applied only to individuals aged 25 and over. In April 2021, following the Low Pay Commission's recommendations in 2019, the age threshold was lowered to 23. The threshold will be further reduced to 21 from April 2024.</p> <p>Over 21s – Salary</p> <ul style="list-style-type: none"> • 40 hour week = £23,795.20 • 37.5 hour week = £22,249.50 	<p>Failure to do so could lead to claims against the business.</p> <ul style="list-style-type: none"> • Update wages to reflect new rates. • Send letters to all employees with new wage (of those who are getting the increase)
6th April 2024	Carers Leave Regulations 2024 due to come into force 6 th April 2024 where unpaid carers can apply for up to one week of unpaid leave, in any 12-month period.	<p>The act will create a new statutory leave entitlement that grants up to one week of unpaid carer's leave per year, to employees who are caring for a dependant with a long-term care need.</p> <p>The leave will be able to be taken from half a day up to and including one whole week of leave.</p> <p>This will be a day one right.</p> <p>This will enable carers to better balance their caring and work responsibilities, supporting them to remain in employment.</p>	<ul style="list-style-type: none"> • Update policies • Ensure employees are made aware of the new change. • Upskill managers through training.
6th April 2024	The Flexible Working (Amendment) Regulations 2023 – allowing employees to make a request for flexible	<p>What is the Act?</p> <ul style="list-style-type: none"> • This act will give employees the right to request flexible working arrangements from day one of employment. 	<ul style="list-style-type: none"> • Ensure your Flexible working policy is up to date with the new changes.

	<p>working from day one of employment.</p>	<ul style="list-style-type: none"> • The Act will require employers to consult with the employee when they make a flexible working request before rejecting it. • Employees will be able to make two requests within a 12-month period, compared to the single request they are currently allowed. <p>How long do you have to respond?</p> <ul style="list-style-type: none"> • Currently, employers must respond to the request by 3 months, this will be reduced to 2 months from 6th April 2024. 	<ul style="list-style-type: none"> • Ensure employees are made aware of the new change. • Upskill managers through training.
<p>6th April 2024</p>	<p>The Maternity Leave, Adoption Leave and Shared Parental Leave (Amendment) Regulations 2024 – extend priority status to be ordered suitable alternative vacancies in a redundancy situation, to pregnant employees and those returning from family leave.</p>	<p>The amendments extend existing requirements that apply to employers when redundancy situations arise where an employee is on maternity, adoption or shared parental leave, so that those requirements can also apply during pregnancy and for a period of time after that leave has ended.</p> <p>Maternity</p> <ul style="list-style-type: none"> • The protected period will cover pregnancy, alongside 18 months from the first day of the estimated week of childbirth. • The protected period can be changed to cover 18 months from the exact date of birth, if the employee gives the employer notice of this date prior to the end of maternity leave. • The extension to the protected period to cover pregnancy applies where the employer is informed of the pregnancy on, or after, 6 April 2024. <p>Adoption</p> <ul style="list-style-type: none"> • The protected period will cover 18 months from placement for adoption. • The extension of the protected period, to cover a period of time after leave has been taken, will apply to any adoption leave ending on, or after, 6 April 2024. 	<ul style="list-style-type: none"> • Update all policies to reflect changes • Make employees aware • Training for managers

		<p>Shared parental leave</p> <ul style="list-style-type: none"> The protected period will cover 18 months from birth, provided that the parent has taken a period of at least 6 consecutive weeks of shared parental leave. This protection will not apply if the employee is otherwise protected under 1. or 2. above. The extension to the protected period will also apply to any shared parental leave starting on, or after, 6 April 2024 	
1st July 2024	Provisions of the Employment (Allocation of Tips) Act 2023 come into force, ensuring fair distribution of tips, gratuities, and service charges to workers, with the issuance of a Code of Practice.	<p>The Act amends the Employment Rights Act 1996 and gives workers the following new rights:</p> <ul style="list-style-type: none"> A right to receive a fair allocation of tips, gratuities or services charges. Failure by the employer can result in a compensation payment of up to £5,000 being made in respect of each worker. The time limit for bringing a claim (starting from date of non-payment or incorrect allocation) is 12 months. A right not to be subjected to a dismissal or detriment for asserting statutory rights in relation to tips (no qualifying period of service is required so a casual employee might bring a claim for automatically unfair dismissal). A right to ask the employer for records in relation to tips going back three years. A right to request the employer's written policy on tips. A tribunal may make a declaration of non-compliance and order the employer to comply. 	<ul style="list-style-type: none"> Ensure record-keeping is taking place.
September 2024	The Workers (Predictable Terms and Conditions) Act 2023 - set to take effect (via regulation), granting workers and agency workers the right to request more predictable terms and conditions of work.	<p>Workers may make a request under the Act where there is a lack of predictability in any part of their work pattern.</p> <p>This includes:</p> <ul style="list-style-type: none"> the number of days they work; days of the week and times during the day they work; period for which they are contracted to work. 	<ul style="list-style-type: none"> Ensure all requests are responded to within the timeframe. If you get a request, hold a meeting with the worker to discuss their request before making a decision

		<p>This encompasses individuals such as fixed-term workers, agency workers, and those engaged under zero-hour contracts.</p> <p>Workers will have a right to request a predictable working pattern rather than an absolute entitlement for such a request to be granted. Therefore, employers may refuse the request for one (or more) of the following specific business-related grounds:</p> <ul style="list-style-type: none"> • burden of additional costs; • detrimental effect on ability to meet customer demand; • detrimental impact on the recruitment of staff; • detrimental impact on other aspects of the temporary work agency's, hirer's, or employer's business; • insufficiency of work during the periods the worker or agency worker proposes to work; or • planned structural changes. <p>Employees are also protected against automatic unfair dismissal if they have applied for or intend to apply for a more predictable work pattern under the Act.</p>	<ul style="list-style-type: none"> • Offer an appeal where a request has been rejected
<p>October 2024</p>	<p>Worker Protection (Amendment of Equality Act 2010) Act 2023 - From October 2024, employers will need to comply with a new duty to take 'reasonable steps' to prevent sexual harassment of employees. Under the Act, tribunals will have the power to increase compensation by up to 25 per cent if it finds that</p>	<p>From this date, a new obligation for employers to prevent sexual harassment in the workplace will be implemented. This development follows heightened scrutiny of post-termination clauses related to harassment and discrimination, underscoring the imperative for employers to ensure precision in settlement agreement wording. Moreover, compensation for harassment involving sexual misconduct may be uplifted by up to 25% if reasonable preventive measures are not taken by the employer.</p>	<ul style="list-style-type: none"> • Review and refresh harassment policies. • Training sessions with all employees on harassment. • Conduct regular workplace reviews.

	<p>an employer has breached this duty.</p>		
<p>April 2025</p>	<p>The Neonatal Care (Leave and Pay) Act 2023 - will come into force in April 2025 but will only be available to employees.</p>	<ul style="list-style-type: none"> • Parents will be able to take up to 12 weeks of paid leave and a minimum entitlement of one week, in addition to other leave entitlements such as maternity, paternity and shared parental leave. • Neonatal Care Leave (NCL) will be a day one right and will apply to parents of babies who are admitted into hospital up to the age of 28 days, and who have a continuous stay in hospital of 7 full days or more. • In order to qualify for Neo Natal Care Pay (NCP), as with other forms of parental leave, an employee will be required to be employed for a minimum of 26 weeks prior to the leave being requested and earnings on average of at least £123 a week. This mirrors the entitlement to maternity pay. • NCL must be taken in the first 68 weeks of the baby’s birth. 	<ul style="list-style-type: none"> • Setting the level of pay for neonatal pay ie consider paying neonatal pay at 100% of salary, or mirroring your existing maternity pay provision – paying neonatal pay at the same rate you offer new mothers • Communication with employees – ensuring it is sensitive and that they are happy to be kept in touch with. • Flexibility – consider updating your flexible working policy • Support for line managers – training to understand the change in the law, their role, and managing workloads if there is unexpected disruption.