

What do these terms mean?

Starting a job can mean coming across lots of new terms that you wouldn't have heard before. Here is a guide to some of the most common ones: your adviser can talk to you about any of these in more detail if you like.

Agency worker

Someone who is employed and paid by an agency to work for another company.

Annual leave

Annual leave is paid time off work for holidays. You get at least 28 days of this a year if you work full-time.

Carer's leave

This is leave from work to care for someone who needs full-time care and attention. Still get paid whilst on carer's leave.

Constructive dismissal

Constructive dismissal is when **you** decide to leave your job because of your employer's behaviour.

Continuity of employment

This means you have been working for a company for a continuous period, the longer this is, the more certain employment rights you get.

Deductions

Deductions are amounts taken off your pay and listed on your payslip: for example, National Insurance.

Dismissal

This occurs when your employer decides they no longer want to employ you.

Duty of care

This means that your employer is responsible to make sure that you do not work in unsafe conditions.

Fixed term contract

A fixed-term contract is used for a job which ends on an agreed date.

Grievance procedure

This procedure will set out how to complain about something in your work terms and conditions.

In arrears

When you get paid, it might be after you've worked for a while. A week in arrears means you get paid after working a week, for example.

Job sharing

This is a type where two people share the same job by each working part-time hours.

Living wage

This is the minimum you can be paid if you're over 25, and is currently £7.83 an hour

Minimum wage

This is a minimum hourly rate of pay you are legally entitled to, and depends on your age. More info is [here](https://www.gov.uk/national-minimum-wage-rates) at <https://www.gov.uk/national-minimum-wage-rates>

P45

When you leave your job - or are dismissed - your employer gives you a P45 form. It states your pay and tax from the start of the tax year to the last day of your job.

P60

At the end of each tax year your employer gives you a P60 form, even if you are still working there. It states your total pay and tax during the year.

PAYE

PAYE (Pay As You Earn) is the way tax is deducted from your wages before it gets paid to you.

Pro rata

If you don't work full-time, then things like your salary and leave are reduced fairly. If you work half the full-time hours, you would get half the leave and salary.

Probation

A fixed period when you start a job where the employer sees if you're suitable for the job.

Redundancy

Redundancy is when your job ceases to exist because the company closes down or stops doing that sort of work.

Statutory entitlement

These are your legal rights, which no employer can ignore

Trade union

A trade union will make sure an employer treats you fairly: you have to pay to join.

Zero-hours contract

These contracts don't offer you any fixed hours: you may work a full week, and then nothing the week after.