

*Community  
Legal Service*



# Employment

Your rights at work

CLS information  
leaflet number

2

This leaflet explains your legal rights when you are at work, including what your employer must (and must not) do for you, and how they should behave towards you. It covers a range of common points:

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## **Do I need a contract of employment?**

A written contract of employment is useful to have because it sets out what you can expect from your job and from your employer. There are laws to protect workers, whether or not they have a written contract.

Every worker has the right to be paid and to enjoy a reasonably safe place of work. In the same way, you have duties to your employer, including a duty of honesty, loyalty, confidentiality and personal service.

You also have certain rights under Acts of Parliament, such as the right not to be discriminated against at work because of your sex, race or disability (see 'What can I do if I have been discriminated against?' on page 8). Also, the National Minimum Wage Act has imposed a minimum level of pay (see 'What is the minimum I should be paid?' on page 4). The Working Time Regulations gives you the right to four weeks' paid holiday (this includes public and statutory holidays such as Christmas and Bank Holidays). Other legislation gives you the right to statutory sick pay and maternity leave, and in some cases to statutory maternity pay (see below).

Other rights may be included in your contract of employment. For example, if you have always received a Christmas bonus or extra holiday, you may be able to prove that this is a legally-binding entitlement under your employment contract.

## ***What can I do if I don't have a written contract of employment?***

Every employee has a legal right to receive a written statement which sets out your terms of employment. You should get this within two months of starting your job. The terms include basic things like:

- the name of your employer;
- where you will be working;
- when you started work;
- how much you will earn; and
- when you will be paid.

It will also include terms about:

- your hours of work;
- your holiday entitlement (including public holidays);
- holiday and sickness pay;
- pensions;
- the length of notice you and your employer have to give if you leave or are dismissed;
- how long your job is expected to continue, if it is temporary; and
- any disciplinary rules.

If you have to work outside the UK for more than a month at a time, it should also cover:

- the period of work outside the UK;
- the currency you will be paid in;
- any extra pay and benefits you will get for working outside the UK; and
- any terms and conditions about your return to the UK.

In many cases, employers don't do all of this. They either give employees a short offer letter or nothing at all. This is partly because an employer can't be fined for not giving you a proper contract.

If you want a contract, but your employer won't give you one, all you can do is apply to an employment tribunal for a list of what should be included in your written statement.

## Do I have the right to work in the UK?

If an employer employs someone who doesn't have the legal right to work in the UK, they will be breaking the Asylum and Immigration Act 1996. You may have to prove that you have the right to work. There are different documents that they may ask you to show to prove that you have the legal right. These include:

- a national insurance number;
- a former P45;
- a work permit; or
- the right stamp in your passport.

If you do not have the legal right to work in the UK, but the employer still wants to employ you, they normally have to apply for a work permit for you from the Overseas Labour Service of the Department for Employment and Education (DfEE).

There is more about your right to work in the Community Legal Service leaflets 'Claiming asylum' and 'Immigration and nationality'.

## What is the minimum I should be paid?

We now have a national minimum wage in the UK. Your employer must not pay you less than this. Different rates apply to different types of people. For most workers, it is £3.70 an hour (£4.10 from October 2001).

However, if you are between 18 and 22 years old, or you are over 22 but in the first six months of employment and taking part in training, you can be paid £3.20 an hour. The national minimum wage doesn't apply if you:

- are under 18;
- are under 19 and employed as an apprentice; or
- are under 26 and in the first 12 months of an apprenticeship.

You cannot be forced or persuaded by your employer to sign away your right to the national minimum wage, or to agree to a lower amount. If you are not receiving the minimum wage (or you believe you are not), and you complain, you have legal protection from being unfairly dismissed or victimised by your employer.

If you are not being paid the national minimum wage, you can complain to the National Minimum Wage Helpline (see 'Further help' on page 15 for the number). The Inland Revenue is responsible for enforcing the law, and can make an employer pay you the national minimum wage, as well as back pay.

You or the Inland Revenue can take your employer to an employment tribunal or civil court. If that happens, it is up to your employer to prove that they were paying you the national minimum wage. Again, if the tribunal finds that your employer hasn't paid you what they should, you can claim backdated pay.

### ***When can my employer change my salary?***

Your salary, or the way it is worked out, will usually be written into your contract of employment. This contract is binding on both you and your employer, and it cannot be changed unless you both agree. However, the terms of your contract can say that there can be certain changes to your salary. But even where a change in salary is allowed under your contract, your employer can't avoid paying you the national minimum wage, or force you to agree to being paid less.

If your employer alters your salary in a way that breaks your employment contract without you agreeing to it, you may be able to resign and then claim that you have been 'constructively dismissed' (that is, you were forced to resign).

The only alternative for your employer would be to end your original contract, dismiss you and then immediately rehire you on new terms. But your employer would have to give you enough notice and meet any other obligations in your contract about terminating your employment. If you believe this is unfair, you may be able to make a complaint of unfair dismissal to an employment tribunal.

### **How many hours can my employer make me work?**

Your employment contract or written statement of terms should tell you your normal working hours. However, as well as providing for annual holiday, the Working Time Regulations say that you should not work more than 48 hours a week on average, unless you have agreed in writing to work more.

If you have signed a form saying you will work more than 48 hours a week, you can change your mind, and say you no longer want to do this, by giving your employer up to three months' notice.

### **Does my employer have to recognise my trade union?**

Under new laws your employer may have to deal with a union for the sake of 'collective bargaining' (negotiating worker's terms and conditions).

If your employer doesn't voluntarily agree to deal with your union, and you want to use the law to force them to, you will need to have a special vote by the workers, and there are other conditions which have to be met. The Central Arbitration Committee is the organisation that deals with this. You can contact it for more details on getting your union recognised (see 'Further help' on page 15 for details).

## **What can I do if I've been unfairly dismissed?**

Many people, if they are dismissed, talk about having been made redundant. In fact, redundancy is just one type of dismissal which generally happens when a business needs fewer people to carry on its operations. You can, of course, be dismissed for other reasons.

If you are dismissed (whether it is redundancy or otherwise), and you think you've been treated unfairly, there are two ways you may be able to claim compensation.

### ***Contractual claim***

If you are dismissed without your employer giving you the notice that is in your contract, and they have no good reason for dismissing you, you will be entitled to compensation. The amount of compensation will be the same as net salary and fringe benefits (such as the use of a car or pension contributions) which you would have received during your notice period.

If you don't have a written contract of employment (which is not uncommon) you will be able to claim at least the statutory minimum period of notice. This depends how long you have worked for your employer:

- no notice during the first month;
- one week during the first two years; or
- one week for each year you have worked after that, up to a maximum of 12 weeks.

However, you may be able to argue for a longer period of notice based on what is 'reasonable' in the business or profession you work. For example, if colleagues employed at the same grade or level would normally get three

months' notice, you would have a good reason for claiming the same.

How much compensation you can claim depends on how much notice you are entitled to. But if you are dismissed, you must try to reduce your losses by looking for (and taking) an acceptable and suitable new job.

### ***Statutory claim***

As well as your contractual rights, there are also those provided for by statute (by law). You must normally have had at least one year's continuous employment with your employer at the date you are dismissed to be eligible to bring a claim for unfair dismissal.

If that is the case, your employer must prove that the dismissal was for a 'fair' reason and that they used a fair procedure in reaching the decision to dismiss you. For example, if you were dismissed for gross misconduct, your employer usually has to show that they carried out a properly-conducted disciplinary hearing in which you had the chance to put across your case. You should be offered the right to appeal against any decision your employer reaches in a disciplinary hearing.

New laws now mean that if you go to a disciplinary or grievance hearing, you have the right to take someone with you (normally a colleague or a trade union official). If your employer won't let you take someone to a hearing, you can bring a claim for compensation through the employment tribunal for up to two weeks' pay.

If your employer needs to make some staff redundant, they should try to be as fair as possible. They should also speak to staff to see if they have any ideas about how the redundancies could be avoided.

### ***If you've been dismissed along with a group of people***

There are separate rules which provide employees with extra rights when an employer wants to make 20 or more employees redundant within a 90-day period. The employer must speak to trade unions representing the workforce (or, if there are no such trade unions, representatives chosen from the affected workforce). If the employer doesn't do this, the employees may be able to claim compensation.

### **How do I claim compensation if I've been unfairly dismissed?**

You must put a claim for unfair dismissal to the employment tribunal within three months of being dismissed. For redundancy claims the time limit is six months, unless you have applied in writing to your employer for redundancy compensation within six months. In this case, you get an extra six months.

To bring any other claim for breach of contract in the employment tribunal the time limit is three months from when the event or matter you are complaining about happened. In the case of contractual claims, the employment tribunal can only deal with claims up to £25,000. If your claim is more than this, you must use the County or High Court.

You may also be able to bring a claim for breach of contract in the County or High Court. The

time limit for such claims is six years. You do not have to have worked for our employer for a certain length of time to bring such contractual claims.

### ***The claims process***

You bring a tribunal claim by filling out an application form, called an ET1, and sending it to the employment tribunal. The ET1 form is available from:

- jobcentres;
- local law centres; and
- Citizens Advice Bureaux.

The employment tribunal will send a copy to your employer. They must send back another form, giving their side of the story, within 21 days. When you send your claim, an officer from the Advisory, Conciliation and Arbitration Service (ACAS) will be assigned to your case. They look at the case impartially and will try and get you and your employer to agree a settlement.

If the ACAS officer cannot get you to agree, you and your employer will have to go to a hearing of the tribunal. You will both have the chance to give your case, and present evidence from witnesses. Employment tribunals consist of a chairman and two independent people who will consider your case. The tribunal is less formal than the court. You do not need a solicitor to represent you. You can present your own case or you can get someone else, such as a trade union official to present your case for you.

## ***How compensation is worked out***

Compensation for unfair dismissal has two parts:

- The 'basic award', which is a maximum sum, currently between £120 and £360 (depending on your age) for each whole year you have worked for your employer (up to a maximum of 20 years).
- The 'compensatory award', which is set by the employment tribunal and is generally aimed at compensating you for your financial losses. It is currently a maximum of £51,700.

If you are made redundant after more than two years' work, you will be able to claim a statutory redundancy payment. This payment is worked out in almost the same way as the basic award. However, if you are made redundant unfairly, you cannot claim both the basic award and a statutory redundancy payment. If you claim one, you cannot claim the other.

## **What can I do if I have been discriminated against?**

Discrimination is still a common problem in the workplace, despite laws aimed at stamping it out. The main aim of the legislation is to prevent you being discriminated against because of your sex, race or a disability. But the law also protects part-time workers from unfair discrimination.

In England and Wales, there is no legislation to prevent discrimination because of religious beliefs (though there is in Northern Ireland), or to prevent age discrimination. But these are both likely to happen in the coming years, following European Union rules which force European Union countries to develop such laws.

Also, there is no legislation preventing discrimination because of sexual orientation (if you are gay or lesbian), though the Employment Appeals Tribunal recently decided that doing so is unlawful. It is now more difficult for employers to discriminate against you because of this.

For more about discrimination, at work and elsewhere, there are three separate Community Legal Service leaflets:

- 'Equal opportunities';
- 'Racial discrimination'; and
- 'Rights for disabled people'.

## ***What counts as discrimination?***

There are two types of discrimination by an employer.

### **Direct discrimination**

This is when you are treated less favourably because of your race or sex or a disability. For example, if you are refused a job or promotion because you are a woman or Asian. Sexual or racial harassment can also be direct discrimination.

### **Indirect discrimination**

This is when a group of people (for example, a group of people of a particular race) cannot meet a condition or requirement of their work in the same way as the rest of the population.

An example of indirect racial discrimination would be an employer asking all employees (including one who is a Sikh) to wear safety helmets at work without good reason (for example, in an office). A Sikh who wears a turban for religious reasons could say he had been discriminated against if he had to wear the helmet to get the job, and that the need to wear the helmet was not justified.

Victimisation can be similar to discrimination. For example, if you are singled out for unfair treatment because you were exercising rights or helping others to do so.

### ***What action can I take?***

If you think you have been discriminated against, you can take your case to the employment tribunal. If your claim succeeds, you can be awarded compensation.

## ***What rights do I have if I work part-time?***

New regulations, called the Part-Time Workers (Prevention of Less Favourable Treatment) Regulations, came into force last year. The purpose of the regulations is to prevent part-time workers being treated less favourably than full-time workers. Part-time workers may only be treated differently from full-time workers if the treatment can be properly justified.

An important point is that the regulations apply to a wider category of workers than just employees. This means there may be people (such as a contract workers) who are not covered by other employment legislation (such as the law on unfair dismissal) who will be protected under this legislation.

### ***How do I know if I am 'part-time'?***

The regulations describe a part-time worker only as someone who is not a full-time worker. It will usually be clear whether an employee works full or part-time by comparing the hours that people work in the same organisation.

The new regulations mean that part-time workers on a pro rata basis (scaled down according to the hours they work) must receive the same:

- rate of pay;
- promotion and training opportunities;
- sick pay and maternity benefits;
- access to company pension schemes;
- entitlement to annual holiday, health insurance, subsidised mortgages and discounts; and
- parental leave and career-break schemes.

An employer can ignore these regulations only if they can justify treating part-time workers less favourably.

However, when they first start work, part-time workers are not entitled to the same overtime rate as full-time workers. They have to have worked the same number of hours that a full-time worker has to work to get overtime rates.

#### ***What action can I take?***

If you are a part-time worker and you believe your employer has treated you badly, you can ask your employer for a written statement to explain why you are being treated differently from full-time workers. The employer must give you one within 21 days. This statement could be used later as evidence in employment tribunal proceedings, if necessary.

If you are not happy with the explanation the next step to take is a claim to the employment tribunal. This will normally be heard within three months of your complaint, but it may be later.

For your claim to succeed, you need to find a full-time worker who has a similar job to yours and compare your treatment to that worker's. For example, a similar full-time worker should:

- have a similar type of contract;
- do the same or broadly similar work; and
- have similar qualifications, skills or experience.

At a tribunal, your employer must justify why they have treated you less favourably. The Tribunal will decide what rights you have and can order your employer to pay compensation. There is no limit on the amount of compensation you may be awarded. However, you cannot get compensation if your feelings have been hurt.

#### ***What rights do I have if I am having a baby?***

If you are having a baby, you are allowed time off to have the baby and for a period after. Under new regulations, you can also have time off to deal with matters to do with your children when they are young. There are also rules on your right to go back to your job after you have had your child.

#### ***What leave can I get when I am pregnant?***

Pregnant employees can have paid time off to go to appointments for antenatal care. This can include relaxation classes as well as medical check ups, as long as the appointment has been made on the advice of a doctor, midwife or health visitor.

If your employer asks, you must show a certificate confirming you are pregnant, and proof of any appointments. During your time off, you should be paid at your normal rate.

## What time can I have off when I have my baby?

Your entitlement to maternity leave depends on how long you have worked for your employer by the beginning of the eleventh week before your child is due to be born (called EWC – expected week of childbirth).

However long you have been with your employer (and no matter how many hours you work), you can have 18 weeks' maternity leave. This is known as Ordinary Maternity Leave (OML). You may start Ordinary Maternity Leave at any time from the start of the eleventh week before your child is due, but no later than the actual day of birth.

To take Ordinary Maternity Leave, you must give at least 21 days' notice of your pregnancy and the expected week of childbirth to your employer. You also need to give them the date on which you want to start your Ordinary Maternity Leave. This time limit can only be altered if it is not possible to meet it, for example, if your baby is born early.

If you have been with your employer for a whole year by the beginning of the eleventh week before your 'expected week of childbirth', you can also get Additional Maternity Leave (AML). This starts when Ordinary Maternity Leave finishes, and can continue until the end of the 29th week after the birth of your child. You don't have to give notice to your employer that you want to take Additional Maternity Leave. However, your employer can only ask you for certain details within the last 21 days of your Ordinary Maternity Leave.

By law, you must take two weeks' maternity leave immediately after your baby is born, even if this happens to fall more than 18 weeks after the start of your Ordinary Maternity Leave.

## ***What pay do I get during maternity leave?***

During Ordinary Maternity Leave you can get all the benefits under the terms and conditions of your employment contract, except pay. During Additional Maternity Leave you cannot get your salary or any other contractual benefits. However, you will still build up your entitlement to four weeks' paid holiday.

You will be entitled to Statutory Maternity Pay (SMP) from your employer, as long as you have been employed by them for at least 26 weeks at the end of the fifteenth week (known as the 'qualifying week') before your due date. Your average weekly earnings during the eight weeks up to and including that date must also have been at least equal to the lower earnings limit for national insurance contributions.

You must give at least 21 days' notice to your employer of the date you want to start receiving Statutory Maternity Pay (so you would normally do this at the same time as you tell them about Ordinary Maternity Leave).

Statutory Maternity Pay is paid for the first 18 weeks of your maternity leave at the following rates:

- for the first six weeks, you will get 90% of your average weekly earnings; and
- for the other 12 weeks, you will get £60.20 a week (though this figure is reviewed annually by the Government).

If you cannot get Statutory Maternity Pay, you may be able to get Maternity Allowance (MA) if you have been employed for 26 weeks in the 66 weeks before your baby is due, and if you earn on average at least £30 a week. Maternity Allowance can be paid for up to 18 weeks starting no earlier than the eleventh week before your due date. Two rates of MA are:

- £60.20 a week if you have average earnings of the lower earnings limit for national insurance purposes; or
- 90% of your average weekly earnings, if these are between £30 and the lower earnings limit for national insurance purposes.

### ***What if I can't get maternity pay?***

If you cannot get either Statutory Maternity Pay or Maternity Allowance, you may be able to claim Incapacity Benefit or Income Support and possibly a Sure Start Maternity Grant. For information about how these work, and how to apply for them, contact your local Benefits Agency office, which is listed in the phone book.

### ***What happens when I go back to work?***

During Ordinary Maternity Leave and Additional Maternity Leave you are still classed as an employee. These periods will count towards your statutory rights. You are protected from unfair dismissal and you keep your right to a redundancy payment and to have disciplinary and grievance procedures followed. However, only Ordinary Maternity Leave will count towards seniority, pensionable service and other personal length-of-service benefits.

If you return to work at the end of your Ordinary Maternity Leave, you can return to the same job you were doing before you started Ordinary Maternity Leave. You also have a right to any improvements in the terms and conditions while you were on Ordinary Maternity Leave.

You don't need to tell your employer that you want to return to work after Ordinary Maternity Leave, or tell them the date you want to return, unless you want to return early. In such cases you must give at least 21 days' notice.

If you return to work at the end of your Additional Maternity Leave, you can return to the same job you were doing before you started your Additional Maternity Leave, as long as it is practical for you to do this. If it is not, you can go back to a job which is similar and on the same (or better) terms than your previous job.

Again, you don't need to tell your employer if you want to return to work after Additional Maternity Leave. However, your employer may want to know the date you gave birth and whether or not you plan to return to work after the end of your Additional Maternity Leave. But they can't do this any earlier than 21 days before the end of your Ordinary Maternity Leave. You must give your employer this information within 21 days or you will lose your right to protection from discrimination or dismissal. If you want to return to work before the end of your Additional Maternity Leave, you must give your employer 21 days' notice.

### ***What if I don't want to return to work?***

If you decide not to return to work after Ordinary Maternity Leave or Additional Maternity Leave, you must give your employer the same notice that you would if you were leaving for any other reason. If you qualify for Statutory Maternity Pay, you will stay on the payroll until your entitlement ends. After that, you will receive a P45. If you are not getting Statutory Maternity Pay, your employment will finish at the end of the contractual notice period or the end of your maternity leave, whichever comes first.

### ***What leave can I get after my children are born?***

Under new laws, you are entitled to up to 13 weeks' parental leave, which you must take before your child's fifth birthday. To qualify, you have to have been employed continuously for at least a year. There are certain conditions.

- Parental leave applies only to children who were born after 15 December 1999. If you have had more than one child, you get 13 weeks' leave for each child.
- If a child is adopted, the time period is five years from the date of adoption, or the child's eighteenth birthday, whichever is earlier.
- The minimum period of parental leave you can take is one week (unless you have a disabled child). You can take a maximum of four weeks leave in any 12 month period (though your employer may agree to more, if necessary). You will probably have to give your employer at least 21 days' notice that you want to take parental leave.
- Unless it is straight after your child has been born, your employer may delay your parental leave for up to six months if they think that their business will suffer if you took it when you have asked for it.
- If you change job, any unused entitlement is carried over to the new employer. But you get to take the remaining time only after you've been in your new job for a year.

- Your employer doesn't have to pay you during parental leave (though this is now being challenged by trade unions).
- You can't legally be dismissed for a reason which 'relates' to parental leave.

## Can I get time off if I care for someone?

Under new laws, you have a right to 'dependant care leave'. This is 'reasonable' unpaid time off to deal with issues to do with dependants (people you care for). Unlike other types of leave, you don't have to have worked for your employer for a minimum amount of time.

You can take time off if there is an unexpected problem in caring, for:

- your husband or wife;
- your child;
- your mother or father; or
- a person who lives in the same household (but not an employee, tenant or lodger).

You can also have time off to help a dependant who:

- is ill;
- has been injured;
- has been attacked;
- gives birth;

You can take time off to deal with matters if a dependant dies.

In theory, you can take off as much time as you need to deal with a particular problem. In practice, the Department of Trade and Industry says that, in most cases, one or two days should be enough.

To take dependant care leave, you must tell your employer why you need to take the leave as soon as you can. However, you don't need their permission and you don't have to tell them beforehand.

If you are having problems with getting your employer to agree to dependant care leave, or if you feel discriminated against or victimised because you take it, you can take your case to an employment tribunal.

## **Further help**

There are other Community Legal Service leaflets in this series which you may also find useful:

- 'Equal opportunities'
- 'Racial discrimination'
- 'Rights for disabled people'

A Citizens Advice Bureau can offer advice and help with a range of problems. Your local Citizens Advice Bureau is listed in the phone book. Information is also available on its website at: [www.nacab.org.uk/cabdir.ihtml](http://www.nacab.org.uk/cabdir.ihtml)

### **Benefits Agency**

Details of your local Benefits Agency office can be found in the telephone directory under 'Benefits Agency'.

Benefits Agency information is available on the Department of Social Security website:  
[www.dss.gov.uk](http://www.dss.gov.uk)

### **National Minimum Wage Helpline**

phone: 0845 6000678  
[www.dti.gov.uk/er/nmw](http://www.dti.gov.uk/er/nmw)

### **Employment Rights Advice Service**

phone: 020 7431 7385

### **Equal Opportunities Commission**

phone: 0161 833 9244  
[www.eoc.org.uk](http://www.eoc.org.uk)

### **Trades Union Congress**

for advice leaflets, phone: 0870 600 4882  
[www.tuc.org.uk](http://www.tuc.org.uk)

### **Disability Law Service**

phone: 020 7791 9800

### **Lesbian and Gay Employment Rights**

phone: 020 7704 8066 (lesbians),  
020 7704 6066 (gay men)

### **Central Arbitration Committee**

phone: 020 7251 9747  
[www.cac.gov.uk](http://www.cac.gov.uk)

## **The Community Legal Service**

The Community Legal Service (CLS) is run by the Legal Services Commission, a public body which has replaced the Legal Aid Board.

A key aim of the CLS is to ensure that people find the right legal help easily and can be confident of the service they get. All legal services providers in the CLS must meet quality standards set by the Legal Services Commission before they can display the CLS logo (shown on the front cover of this leaflet). The CLS also includes a scheme for funding civil cases (formerly legal aid).

There are CLS Information Points in local libraries and many other public places, which have information leaflets and the CLS Directory of Services. The Directory lists lawyers and advice centres which have met the CLS quality standards, and many others.

You can also phone: 0845 608 1122  
(minicom: 0845 609 6677)  
to find out about advice centres and lawyers in your area, or visit the CLS website at: [www.justask.org.uk](http://www.justask.org.uk).

### **About this leaflet**

This leaflet is one of a series produced by Consumers' Association for the Legal Services Commission (LSC). Consumers' Association (CA) is the largest independent, not-for-profit consumer organisation in Europe. CA is committed to empowering consumers to make informed decisions about goods and services. For more information, visit CA's website at [www.which.net](http://www.which.net).

To find out more about the LSC, visit the [www.legalservices.gov.uk](http://www.legalservices.gov.uk) website, or contact your regional LSC office. Its address is in the phone book. There are also leaflets about LSC funding available at the website or through the LSC leaflet line (phone: 0845 3000 343).

This leaflet was written by Consumers'  
Association in association with Ian Hunter, a  
solicitor specialising in employment law,  
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This leaflet is one of a series being produced in 2001.  
All the titles below should be available by summer  
2001 in a number of languages and formats. The  
leaflets will also be online at [www.legalservices.gov.uk](http://www.legalservices.gov.uk)

- 1 Dealing with debt
- 2 Employment**
- 3 Divorce and separation
- 4 Renting and letting
- 5 Buying and selling property
- 6 Losing your home
- 7 The Human Rights Act
- 8 Claiming asylum
- 9 Welfare benefits
- 10 Wills and Probate
- 11 Dealing with the police
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- 16 Racial discrimination
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- 18 Rights for disabled people
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- 20 Education
- 21 Immigration and nationality
- 22 Mental health
- 23 Alternatives to Court

*To order any of these leaflets contact the LSC  
Leafletline on 0845 3000343, email LSC  
[Leafletline@direct.st-ives.co.uk](mailto:Leafletline@direct.st-ives.co.uk) or Fax: 01732 860 270*