



Fact Sheet For Redundancy

What to do if you have to make an employee redundant

In the event that your circumstances change and you have to make an employee redundant then the following is a brief outline of the procedure that you must take.

You must first inform them as soon as possible that the job is likely to become redundant. This may be a verbal notification followed by a written notification.

Then a further written notification must be provided, giving them notice and outlining their notice period, in accordance with the contract of employment.

If an employee has been in your employment for a continuous period of 2 years or more, then they are entitled to redundancy pay. The amount of entitlement depends on their age and the number of years service.

Further information is available from the Nationwide Payroll Company.

Tel: 01536 373111 Fax: 01536 37312
email: info@nationwidepayroll.co.uk
Web: www.nationwidepayroll.co.uk

Information can also be obtained from ACAS, who advise on all aspects of employment law.

Their telephone number of their help line is 08457 474747

Their website is www.acas.org.uk.

