



## **Citizens Advice: Top Tips for People at Risk of Redundancy.**

- 1.** If you have a contract, check it. As well as your statutory entitlements to notice - or pay in lieu of notice - and a redundancy payment, you may have enhanced contractual rights to both.
- 2.** An employer must be fair and objective when deciding who should be made redundant. If you feel you have been unfairly selected for redundancy you can make a claim to an Employment Tribunal within 3 months.
- 3.** If your employer offers you alternative employment it should be "suitable" i.e. similar pay, status, hours, location etc. If you unreasonably turn such an offer down, you could lose your right to a redundancy payment.
- 4.** If the terms and conditions vary in the alternative job you can work for a 4 week trial period. If you find it unsuitable you may leave and you could still retain your right to a redundancy payment.
- 5.** If you are made redundant because your employer has gone into insolvency, you may be able to claim your redundancy payment and certain other payments from the Insolvency Service's Redundancy Payments Office.
- 6.** Once you have received your redundancy pay, be very careful about what you spend the money on until you have taken advice on how it may affect your benefits and tax position. You may be treated as still having the money even if you have spent it.
- 7.** If you haven't got another job to go to, you might be entitled to help from the government or local authority in the form of benefits. Depending on your circumstances these could include Jobseeker's Allowance (JSA), Housing Benefit, Council Tax Benefit, free school meals for your children and help with NHS costs.

When your employer chooses who to make redundant, it is illegal to use selection criteria which discriminate against anyone because of their age, gender, race, disability, sexual orientation, religion or belief.

If you are struggling to pay bills as a result of redundancy it's vitally important to speak to your lenders straight away. If you would like free confidential advice on redundancy rights and entitlements get in touch with your local [Citizens Advice Bureau](#). They can also give you a benefits check and provide advice on how to manage any debts you may have - telephone **0870 126 4011** Monday to Friday between 10.00am to 1.00pm.