

Protect yourself - Join a Union

Working without joining a union means putting yourself at unnecessary risk. When you are in a Union you can:

- ensure your employment rights are upheld and that you are not being exploited.
- protect your pay, terms and conditions so that your boss does not steal your money.
- ask for friendly advice and guidance about your rights at work
- have an influence on your working environment.



Remember you have a legal right to join a union regardless of your employment status and you cannot be discriminated against for being a union member. For more information on Unions and which one is right for you contact:

The Irish Congress of Trade Unions

Phone: (01) 8897777 congress@ictu.ie www.ictu.ie

www.LabourYouth.ie

The Labour Movement

The people who brought you the weekend

We've put together this handy little leaflet to talk about some of the basic rights that you have in your workplace. All of these rights have been brought about by unions and labour over the years.

The Labour Party, as the political wing of the unions wants you to know your rights. However there are books and books of law that cover your rights so this leaflet is just some of the basics. If you have any questions, want to find out more or feel that there is something wrong going on in your job, don't hesitate to contact us at:

Phone: **(01) 6784719**

Email: youth@labour.ie



Join Labour Youth

To join Labour Youth please fill in the form below or email us at youth@labour.ie or visit www.LabourYouth.ie

Name: _____

Address: _____

Email: _____

Phone: _____

Please return to Labour Youth 17 Ely Place, Dublin 2

www.LabourYouth.ie



www.LabourYouth.ie

KNOW YOUR RIGHTS

Family and Work

It is illegal for someone not to hire you (or to fire you) just because you are pregnant.

You are entitled to:

- Time off for ante-natal classes

- 18 weeks maternity leave around the birth of the baby (4 weeks should be taken before the birth). During this time the new mother will receive Maternity Benefit (a social welfare benefit).

- A further 8 weeks unpaid leave on top of the 18 weeks maternity leave. .

-For new fathers check if there is Paternity leave available - Trade Unions have successfully introduced this into some workplaces.

- 14 weeks unpaid leave is also available to both the father and mother of a child under 5.

Holidays and Breaks

Breaks

You are entitled to breaks during your work:

- 15 minutes for every 4 and a half-hours you work or 30 minutes every 6 hours you work.

- at least 11 continuous hours of rest every day and 24 continuous hours of rest every week

Sundays

If you must work on a Sunday and your employer has not taken this into account when calculating your pay you are entitled to either:

- an allowance OR an increase in your rate of pay OR paid time off OR a combination of the above

Public Holidays

If you must work on a public holiday you are entitled to:

- a paid day off within a month of the holiday OR an additional day off OR an additional day's pay

Your Pay and Conditions

You are entitled to a written statement of your **terms of employment** (this includes pay place of work, job description) within 2 months of starting your employment or within two months of these terms changing.

You are entitled to a written statement of wages each time you are paid. The only money that can be taken from your wages is:

- (1) Tax or social insurance (PAYE, PRSI)
- (2) other deductions as agreed upon by you or stated in your contract.

You are entitled to a contract which will detail the dates and times on which you are expected to work. Failing that your employer must give you a minimum of 24 hours notice of these details.

You are not obliged to work more than 48 hours in any 7-day period. If you are a night worker your employer cannot make you work more than an 8-hour shift.

Safety at Work

You have a right to be safe at work. By law your employer must provide:

- (1) A safe place of work
- (2) Safe systems of work
- (3) Safe equipment
- (4) Competent Co-workers.

You are entitled to a safety staff representative chosen by you and your fellow workers to inspect safety measures.

Useful Numbers

Labour Party
01 678 4719 www.labour.ie

Labour Relations Commission
01 613 6700 www.lrc.ie

Free Legal Advice Centre
01 874 5690 www.flac.ie

Health & Safety Authority
1890 289 389 www.hsa.ie

Equality Authority
01 4173333 www.equality.ie

Citizens Information Centres
1890 777 121 [ww.comhairle.ie](http://www.comhairle.ie)

Harassment

- Harassment, sexual harassment and/or bullying are all illegal in your workplace.

- It is against the law to treat somebody different, pay somebody less/more because of their: gender, sexual orientation, race, religious beliefs, marital status, family status, disability, age, ethnic background.

- If you work part time you cannot be treated differently than someone who is full time (with the exception of pensions etc.)