JUSTLY - GUERNSEY

Employment issues

Trinity Chambers

Justly Flow Guides under the **Employment** category, each designed to support Guernsey residents with common workplace challenges:

1. I've been made redundant — is it fair?

Step 1: Understand what redundancy means

Redundancy is when your job is no longer needed — not a reflection of your performance.

Step 2: Was a fair process followed?

- Did your employer consult with you?
- Were fair selection criteria used?
- Were you offered suitable alternative work?

Step 3: Check your entitlements

Notice period

Redundancy pay (if eligible)

Holiday pay

Final payslip

Step 4: Consider challenging the redundancy

If you feel it wasn't genuine or was unfair, you can:

- Raise the issue informally with HR
- Submit a grievance
- Seek advice from a legal adviser or tribunal service

2. My employer changed my hours without agreement

Step 1: Review your employment contract

Does it allow for changes to working hours? Many don't without your agreement.

Step 2: Ask your employer why

- Is this temporary or permanent?
- Was there any consultation?

Step 3: Express your concerns in writing

This protects your rights and creates a record of your objection.

Step 4: Raise a grievance (if needed)

- If you feel forced into a change, you can start a formal grievance.

Step 5: Consider next steps

You may have grounds for:

- Breach of contract
- Constructive dismissal (if you resign under pressure)

3. I want to raise a grievance at work — how do I do it?

Step 1: Try resolving it informally

Speak with your manager or HR. Keep a written record of your concerns.

Step 2: Follow your workplace grievance procedure

Usually includes:

- A written grievance letter
- A meeting to discuss
- A formal response

Step 3: Prepare your evidence

Emails, messages

Witnesses

Policy breaches

Step 4: Attend the grievance meeting

You have the right to be accompanied.

Step 5: Appeal if necessary

If unhappy with the outcome, you can appeal or take further steps (tribunal, legal advice).

4. I wasn't paid my holiday pay

Step 1: Know your rights

All workers are entitled to paid annual leave — typically 4–5.6 weeks per year.

Step 2: Calculate your missing pay

Use your contract or payslips to estimate what's owed.

Step 3: Speak to your employer

Often a simple admin issue. Ask for clarification or correction in writing.

Step 4: Send a formal letter

If ignored, submit a formal grievance with your claim and evidence.

Step 5: Take it further if unpaid

You may have a claim for:

- Unlawful deduction from wages
- Breach of contract