Redundancy Toolkit

What to do, what you are owed and what to check, for employees facing redundancy, with a one-page checklist for employers. Figures for 2026/27.

If you have been told your job is at risk

- **Stay calm and ask for everything in writing**: the reason, how many roles are affected, how people will be selected and the timetable.
- **Keep a record.** Note dates, who said what and keep copies of letters, emails and your contract. Take notes in meetings.
- **Check your contract** for notice, enhanced redundancy pay, holiday and any benefits that stop on leaving.
- **Look at your own position:** how long you have worked there and your average weekly pay in the last 12 weeks.
- **Do not sign anything** (such as a settlement agreement) until you have read it carefully. You can ask for time and take independent advice.
- **Get support early.** A union representative, Acas or Citizens Advice can explain your options.

Key dates to record

Item	Date
Date you were told your job is at risk	
Consultation meetings (dates)	
Date you received your redundancy notice	
Last day of work (end of notice)	
Last date to claim statutory redundancy pay (6 months after your job ends)	

Your rights at a glance

Topic	What applies in 2026/27
Statutory redundancy pay	You normally qualify if you are an employee with 2 years' service. You get half a week's pay for each full year under 22, one week for each year aged 22 to 40, and one and a half weeks for each year aged 41 or over. Service is capped at 20 years.
Weekly pay cap	If you were made redundant on or after 6 April 2026, weekly pay is capped at £751 and the maximum statutory redundancy pay is £22,530. Weekly pay is your average over the 12 weeks before you were given notice.
Notice	You are entitled to your contractual notice, or the statutory minimum if that is longer. The statutory minimum is one week per year of service, up to 12 weeks, once you have worked a month.
Consultation	If 20 or more redundancies are proposed at one site within 90 days, employers must consult collectively for at least 30 days (20 to 99 redundancies) or 45 days (100 or more). Below 20, a fair process still needs genuine consultation.
Suitable alternative work	Your employer should offer a suitable alternative job if one exists. You have the right to a 4-week trial period. If you unreasonably refuse suitable work, you may lose your statutory redundancy pay.
Time off to look for work	If you have 2 years' service by the end of your notice, you are allowed reasonable time off to look for work or arrange training. Your employer need only pay up to 40% of one week's pay in total.
Tax	Statutory redundancy pay under £30,000 is not taxable. Other parts of a termination payment, such as holiday pay, unpaid wages and bonuses, can be taxable.
Claiming	You have 6 months from the date your job ends to apply for statutory redundancy pay if your employer does not pay it.
Help finding work	The Jobcentre Plus Rapid Response Service can help with CVs, training and benefits advice. You can contact it if you suspect redundancy, during your notice, and for up to 13 weeks afterwards. Scotland and Wales have separate services.

Worked example: statutory redundancy pay

Sam is 45, has worked for the company for 12 full years and earns an average of £600 a week. Counting back from age 45, four years of service fall at age 41 or over and eight years fall between 22 and 40.

Part of service	Years	Weeks per year	Weeks of pay
Aged 41 or over	4	1.5	6
Aged 22 to 40	8	1	8
Total weeks			14

Statutory redundancy pay = 14 weeks x £600 = **£8,400**. This is below the £751 weekly cap, and under £30,000 so it is not taxable. Check your own figure with the official calculator at gov.uk/calculate-your-redundancy-pay or our Redundancy Pay Calculator at paytoolkit.co.uk/redundancy-pay-calculator/.

Before you leave: checklist

- Written confirmation of your last day, redundancy pay (statutory and any enhanced) and how it is calculated.
- Final pay for unused holiday, and any outstanding wages, expenses or commission.
- Whether you are in the 2-year group for time off to look for work.
- Your P45, and a reference if you want one.
- Pension: ask what happens to your workplace pension and whether you can keep paying in.
- Benefits: check whether you can claim Universal Credit or New Style Jobseeker’s Allowance once you finish.
- Company property to return and any restrictions in your contract after leaving.

For employers: redundancy process checklist

A fair process matters. If you do not consult employees properly, redundancies can be found unfair and you could face an employment tribunal.

Step	What to do	Done
1. Avoid redundancy	Look at alternatives first: hiring freeze, reduced hours, retraining, voluntary redundancy.	
2. Plan the pool	Decide which roles are at risk and set fair, objective selection criteria.	
3. Check numbers	If 20 or more at one establishment within 90 days, collective consultation applies.	
4. Notify RPS	For 20 to 99 redundancies, submit form HR1 at least 30 days before the first dismissal. For 100 or more, at least 45 days before.	
5. Consult	Minimum 30 days (20 to 99) or 45 days (100 or more) before any dismissal. Consult with a view to reaching agreement and reducing numbers.	
6. Give information	Provide written details of the reasons, numbers and categories, selection method, how redundancies will be carried out and how pay will be calculated.	
7. Offer alternatives	Offer suitable alternative roles, with a 4-week trial period. Priority applies for people on or returning from family leave.	
8. Give notice	Issue notice after consultation. Pay contractual or statutory notice, whichever is longer.	
9. Pay correctly	Statutory redundancy pay uses weekly pay capped at £751 (from 6 April 2026), maximum £22,530. Pay holiday owed. Termination payments over £30,000 have tax and Class 1A National Insurance consequences.	
10. Keep records	Store the selection scoring, meeting notes, letters and decisions.	

Not legal advice. Employment law is changing, so check the latest GOV.UK and Acas guidance, and take legal advice for complex cases.

Sources

GOV.UK: Redundancy, your rights (gov.uk/redundancy-your-rights); GOV.UK: Making staff redundant (gov.uk/staff-redundant); Acas: your rights during redundancy (acas.org.uk).