

2025

Know your rights & evidence your work

**For workers on the
Seasonal Worker visa**



Worker profile



**Please
fill in your
details**

Worker name:

Name of farm (employer):

Farm address:

Date work started:

Scheme operator:

Important information to know.

Keep a copy of your contract.

Your contract should be shared with you by the farm (your employer) before you start work; this may be in electronic or paper format. Make sure you keep a copy and ask questions if there is something you do not understand. You should make sure you understand any documentation you sign, and if you don't then ask for assistance with translation or support to understand.

Record your working hours.

Agricultural businesses in Scotland are required to keep a record of hours worked by their employees. This can be by the worker filling out written timesheets and submitting them to their employer, or by the employer having a digital clock in/out system in place. You should also keep a record of the hours you work. Make sure you record all the hours you work, which means all the time from when you leave your home (for example the caravan) to when you arrive back at your home, including authorised rest breaks. The calendar on **page 16** should help you to do that. If you record as much as you can then you could use this information in case of conflicts and to provide evidence of your work.

Collect documentation.

If you receive letters, messages or emails setting out your working time, or any other detail of work, make sure you keep them in case you need to use them later. For example, you can take a screenshot of your shift times when these are shared on WhatsApp or other platforms.

Support each other.

You can speak to other workers to understand their experiences, and to support each other if there are conflicts or you want to know more about hours, work, breaks, etc.

Other workers can also help if you want to speak to your supervisor or manager by being there to hear what is said and make sure everyone has the same version of events.

Seek help from the Worker Support Centre, Trade Unions or support services.

Use the contacts at the end of this guide to get support if you need it. You can contact the Worker Support Centre helpline for advice and support.



Know your rights.

Minimum Wage

Payslips

Overtime

Working Time Rules

Holidays

Sick Pay

Bereavement Leave

Health and Safety

Healthcare

Changing Employers

Accommodation Charges

Transport

Personal Safety

Human Trafficking & Exploitation

Trade Unions



Minimum Wage

You must be paid at least the Agricultural Minimum Wage / National Living Wage, which from 1st April 2025 is £12.21 per hour. If you hold specific qualifications, you may be entitled to more.

You must be paid for **at least 32 hours per week (which could be calculated as an average over your pay period**, eg. if you are paid monthly, it may be that some weeks you worked less than 32 hours and some weeks you worked more, but that over the whole month, that averaged 32 hours per week), even if work is unavailable during your scheduled time.



Payslips

You must get a payslip on or before each payday. It must include:

- Hours worked
- Pay before and after deductions
- Legal deductions (tax, National Insurance)
- Any agreed deductions (e.g. housing or travel)
- Net pay (this must match the amount you receive)

→ Overtime

You are entitled to overtime if you:

- Work more than 8 hours in a day; or
- Work more than 48 hours in a week

This means eg. if you work for 10 hours in a day, 2 of those hours should be paid as overtime, or if you work for 50 hours in a week but no more than 8 hours each day, 2 of those hours should be paid as overtime. Overtime hours cannot be counted twice. The latest overtime rates in Scotland are a **minimum hourly rate of £18.32**.

→ Working Time Rules

Unless you've agreed in writing, you can't be made to work more than **48 hours per week (on average)**. You also have the right to:

- **11 hours rest** between shifts;
- 24 hours uninterrupted rest per week or 48 hours uninterrupted rest per fortnight;
- At least a **20-minute break** if you work more than 6 hours in a day. You have the right to use this time how you wish, uninterrupted.

→ Holidays

You are entitled to paid holiday based on how many days you work per week. For example, if you work 5 days per week, you should be entitled to 14 days holiday in a 6 month contract (or 2.3 days per month you work), or if you work 6 days per week, you should be entitled to 16.5 days holiday in a 6 month contract (or 2.75 days per month you work), or if you work 7 days per week, you should be entitled to 19 days holiday in a 6 month contract (or 3.16 days per month you work). **You must be paid for unused holidays** when your job ends.

→ Sick Pay

You may be eligible for Statutory Sick Pay (SSP) If you're off work for at least 4 days in a row and inform your employer before the deadline they set (or within 7 days if they have not set one) as long as you earn an average of at least £125 per week.

SSP starts from day 4 of illness, therefore is not paid for the first 3 days of illness, and lasts up to 28 weeks. It is paid at a rate of £118.75 per week.

→ Bereavement Leave

If someone close to you dies (a parent, child, spouse or person you live with as if married), you are entitled to **at least 3 days' paid bereavement leave**. The days' pay is calculated in the same way as holiday pay.

→ Health and Safety

Your employer must provide free health and safety training; a named person to speak to about concerns; a plan for emergencies, including serious injuries, explosion, flood, poisoning, electrocution, fire, release of radioactivity and chemical spills; clean drinking water; access to toilets, soap, towels or dryer; free weather-appropriate clothing (raincoat, boots, rain trousers, gloves, etc.) and free protective gear if needed (e.g. helmets, goggles, hi-vis).

You can report a health and safety issue to the Health and Safety Executive on their online portal: <https://www.hse.gov.uk/contact/tell-us-about-a-health-and-safety-issue.htm>. This form is only in English; if you need help to fill this in, or would like to report your concerns anonymously, please contact the Worker Support Centre.

→ Healthcare

If you need medical care, you are eligible to use the free National Health Service (NHS) during your stay. This includes accessing primary and emergency healthcare. In case of emergency, call 999 for an ambulance, free on NHS. For serious injuries, you can access the closest hospital, while for minor health-related issues, you can access the closest doctor, also known as GP Practice. You may also seek free medical advice if you need help by calling NHS 111. If you have been injured and would like to be connected to a personal injury lawyer to explore whether you can access compensation, please contact the Worker Support Centre.

→ Changing Employers

Before you start work on the farm, your labour provider must clearly explain how to request a transfer and what happens after a request is made. They must not refuse a request **without a good reason** (for example if your visa is coming to an end).

→ Accommodation Charges

As of April 2025, deductions for accommodation must not exceed **£10.66 per day** for accommodation (except houses). The following costs fall within accommodation charges: rent, gas, electricity, furniture and laundry.

→ Transport

If you are transported by your employer, vehicles must be safe and drivers must be trained and licensed.

→ Personal Safety

You have the right to feel safe at work and where you live. If you experience harassment, threats or violence, seek help by contacting the police, or the Equality Advisory and Support Service at the end of this booklet. You can also seek advice from Worker Support Centre.

→ Human Trafficking and Exploitation

If you are forced to work, or if your documents or wages are taken from you, this is illegal. You can report this safely. Contact details are at the end of the page.

→ Trade Unions

You are legally allowed to join a trade union. Unite the Union supports agricultural workers – joining can give you access to legal advice and help if something goes wrong.

Work diary



This work diary helps you to document important information about your employment; keep it safe.

Start/End

Write down when you started work and when you stopped. This includes all the time you were at the employer's disposal.

Breaks

Write down when you had a break and how long it lasted. Write down what you did during the break and whether you were free to choose what you did.

Working hours

Calculate how long you worked each day, and check whether it is overtime.

Location

Write down where you worked.

Type of work

Write down what tasks you carried out and the times when you carried out these tasks.

Wages

Write down how much money you received and keep a copy of all payslips.

Signature

Ask colleagues to witness the information you record.

Date: 14.05.25

Start: 05.00

End: 16.00

Hours worked: 10

Breaks:

20 mins at 09.00 (waiting for bus) / 20 mins at 11.00 (changing crate) 20 mins at 14.00

Travel:

From caravan to field office (05.00-05.30)
From field office to first field (05.40-06.00)
Between field 10 and 12 (09.20-10.00)

Type of activity and time carried out:

1. Discussion with supervisor about picking targets (06.00 - 06.10)
2. Picking raspberries in polytunnels (06.10 - 07.00 / 07.20 - 09.00)
3. Changing trolley/punnets (07.00 - 07.10)
4. Toilet (07.10 - 07.20)
5. Clearing gunk (10.00 - 11.00)

Location of activity:

1. Field 10
2. Field 10
3. Field 10
4. Toilet (10 min walk from field)
5. Field 12

Wages paid:

£1700 paid for (08 April - 08 May 2005)

Signature / witness:

Date signed:

Date:

Start:

End:

Hours worked:

Breaks:

Travel:

**Type of activity
and time carried out:**

Location of activity:

Wages paid:

Signature / witness:

Date signed:

Date:

Start:

End:

Hours worked:

Breaks:

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Travel:

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and time carried out:**

Location of activity:

Wages paid:

Signature / witness:

Date signed:

Contacts

Worker Support Centre

Call us free on **0800 058 1633**



Helpline (April to October):

Tuesday - Friday: 1500 - 1900

Saturday: 1100 - 1600

Helpline (November to March):

Tuesday - Friday 1500 - 1730

At all other times, leave a message and we'll get back to you as soon as we can.

We speak Ukrainian, Russian, Lithuanian, Kazakh, Hungarian, Kurdish Kurmanji, Shona, Ndebele, Italian, French, Spanish and English – and we can arrange an interpreter if needed.

You can also email us at:

support@workersupportcentre.org.uk



We provide free and confidential advice for seasonal agricultural workers on the Seasonal Worker visa. If you're experiencing any problems on a farm in Scotland, we're here to listen and provide you with information about your options so you can make an informed decision about what to do next. We can also help you escalate issues to the government enforcement bodies listed below.



Contacts

Government enforcement

Scottish Agricultural Wages Enforcement Team

Terms and Conditions for Agricultural Workers in Scotland

(English language only)

Opening hours: Monday - Friday, 09.00 - 17.00

 Telephone: **07500994734 / 07919335259**


 Email: **AWET@gov.scot**

Health and Safety Executive (HSE)

Incident Contact Centre for reporting injuries


(English language only)

Opening hours: Monday - Friday, 08.30 - 17.00

 Telephone: **0300 003 1647**

Monday, Tuesday, Thursday, Friday 08.30 - 17.00

Wednesday 10.00 - 17.00

 Website: **www.hse.gov.uk/contact/tell-us-about-a-health-and-safety-issue.htm**


Equality Advisory and Support Service

(English language only)

Opening hours: Monday - Friday, 09.00 - 19.00,

Saturday, 10.00 - 14.00

Discrimination support


 Telephone: **0808 800 0082**

 Form: **www.equalityadvisoryservice.com/app/ask**

 Website: **www.equalityadvisoryservice.com**

Gangmasters and Labour Abuse Authority

(Interpreter available)

 Telephone: **0800 432 0804**

 Email: **contact@gla.gov.uk**

 Website: **www.gla.gov.uk**

Contacts

Others

Unite the Union Dundee

(English language only)

Trade Union Membership



Telephone: **01382 227 369**



Website: **www.unitetheunion.org**

Alternative trade union details: **www.gov.uk/join-trade-union**

Industrial Workers of the World (IWW)



Email: **scotland@iwww.org.uk**



Website: **www.iww.org.uk**

Modern Slavery Helpline

(interpreter available)

Human Trafficking and Exploitation




Telephone: **0800 0 121 700**

24 hours a day, 7 days a week



Website: **www.modernslaveryhelpline.org**

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Worker Support Centre
support@workersupportcentre.org.uk
0800 058 1633