

# Factsheet: what to do when you've been made redundant in an insolvency situation

You have certain rights when you're made redundant. These include getting redundancy pay, a paid notice period and any money your employer owes you (for example unpaid wages or holiday pay).

Normally, your employer would pay you these. However, if your employer has gone formally insolvent you can apply to the NI Redundancy Payments Service for them instead.

## What you can apply for

What you can apply for depends on your circumstances. The NI Redundancy Payments Service can pay:

- Redundancy pay: if you've worked for your employer for at least 2 years.



**You have 6 months from the day you're dismissed to apply for statutory redundancy pay**

- Holiday pay, up to a maximum of 30 days
- Money you're owed by your employer, for example unpaid wages, overtime, and commission, up to a maximum of 8 weeks
- Statutory notice pay, up to a maximum of 12 weeks: if you've worked for your employer for at least 1 month

**The statutory maximum GROSS weekly pay for calculating your entitlements is £594.00.**

There are caps on what we can pay you for each type of claim. Further information about how much we can pay is available on the NI Direct Website:

<https://www.nidirect.gov.uk/articles/redundancy-pay>

## How to apply:

You must complete an RP1 Application Form, this may be provided to you by the appointed Insolvency Practitioner following your dismissal.

A printable version of the form can be located at:

<https://www.economy-ni.gov.uk/publications/redundancy-payments-online-forms-and-advice>

Alternatively, you can contact our mailbox at [rpsquery@economy-ni.gov.uk](mailto:rpsquery@economy-ni.gov.uk) leaving your name and address and we will post you out a copy of the form.



The form requires several pieces of documentary evidence, please contact the appointed Insolvency Practitioner to confirm what paperwork you will need to supply.

## Processing your applications

We endeavour to pay redundancy payments within 14 days of receiving all necessary documentary evidence.



To allow us to deal with everyone's application as quickly as possible, please do not contact us to check the status of your application until after you have confirmed we have received all required documentary evidence from the appointed Insolvency Practitioner.

## Next steps

Because you've been made redundant, it's very important you apply for Jobseekers Allowance (JSA) or Universal Credit (UC).



Later, when we calculate your loss of notice payment, we may have to subtract the amount of JSA or UC you were eligible to receive during your notice period. We do this even if you didn't apply for either benefit. Please note this will not impact on any redundancy payment you may be due.

## Anything further you need to do?

It is your responsibility to update us with any changes to your personal information i.e., change of address or a change to bank details.



Any requests for a change to personal information will require notification in writing either by letter or e-mail.

## Getting help

If you have any questions, you can contact us by e-mailing: [rpsquery@economy-ni.gov.uk](mailto:rpsquery@economy-ni.gov.uk)

Please quote your case reference number or National Insurance number when contacting us.

## Information we collect about you

We'll collect data about you from the Insolvency Practitioner dealing with your employer's insolvency. This may include personal data. If you wish to see a copy of our Privacy Impact Statement, please contact us through one of the above methods.