

Employment Tribunal Process

Dispute arises

Try to resolve the issue directly using the internal workplace procedures.
Notify ACAS Early Conciliation Service

Complete a claim form.

Time limit to bring a claim is 3 months minus 1 day of relevant date
(Relevant date: date employment ended or date of incident giving rise to dispute)

Respondent/employer has 28 days to respond.

Preliminary hearing
(Only required in certain circumstances ie. discrimination, employment status)

Preparation for final hearing

Final hearing

Decision made either on the day or a written decision is sent to you.