



What to Do If You Are Suspended

Clarify pay, contact arrangements and the next review without prejudging the investigation.

For care workers in England, Scotland and Wales. Northern Ireland has separate employment rules: contact the Labour Relations Agency. General information, not individual legal advice. Rights depend on employment status, contract and circumstances. No assessment or certificate.

What to do now

Ask for written confirmation of the suspension. Suspension pending investigation is not itself a finding of wrongdoing or a disciplinary penalty. Follow the stated workplace restrictions and arrange a safe handover through the manager. Ask who will be your contact while you are away.

What to ask

Clarify the reason, scope, expected duration, review date and arrangements for pay and benefits. Acas says these should continue during investigation suspension; seek advice if they are reduced or stopped. Ask what contact with colleagues is permitted, how meetings will be arranged and what wellbeing support is available.

What to record

Keep the letter, your contract, payslips and a dated record of updates. Write your recollection of relevant events without accessing systems you have been told not to use. Tell the investigator where relevant evidence can be found so they can preserve it through the proper process.

What to avoid

Do not treat suspension as dismissal, assume you must resign, or discuss the case on social media. Do not approach possible witnesses to agree accounts. If a restriction is unclear, ask for clarification rather than guessing. Raising a concern about pay does not require you to abandon cooperation with the investigation.

Words you can adapt

Please confirm the suspension arrangements in writing, including pay and benefits, restrictions, my contact person and the next review date. I will cooperate with the investigation. Please explain how I can provide relevant information and obtain support while respecting confidentiality.

Where to get help

Your union or Acas can help you understand the employment process. Tell an adviser immediately if pay stops or the situation changes. If distress affects your health, seek healthcare support as well; employment advice and health support serve different purposes.

Your next steps

- Obtain written arrangements.
- Check pay and contact rules.
- Diary the review date.
- Ask for support.

Sources and further help

Acas: [Suspension during an investigation](#)

Acas: [Pay during suspension](#)

Northern Ireland: [Labour Relations Agency](#)

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