

Annual Leave

PA's paid time off

As an employer, it is your responsibility to ensure a PA working under a contract of employment receives paid time off from their work.

Entitlement

- It is the statutory right of any individual working under contract in the UK to receive at least 5.6 weeks' paid holiday over the year. The holiday year generally begins on 1st April, ends on 31st March and includes bank holidays.
- The number of hours of paid leave a PA is entitled to can be calculated by multiplying the number of hours they are contracted to work per week by 5.6, e.g. if they work for 10 hours per week, they are entitled to 56 paid holiday hours over the year.
- Annual leave must be used before the end of the financial year; any unused leave will be lost unless you agree this in advance.
- Your DP budget allows for an additional 5.6 weeks so that you can pay someone to cover your PA holidays.
- Self-employed PAs are not entitled to paid holiday.

Making Leave Arrangements

- It is best practise for employees give at least two weeks' notice, so that there is appropriate time for cover to be arranged.
- If an employer's needs dictate that their employee is required to take annual leave at a specific time, this must be discussed, agreed and reflected in their contract of employment.
- If the employer does not have another Personal Assistant who is able to cover periods of annual leave, Ruils can support in finding appropriate cover.
- It is reasonable to request that a PA takes 50% of their leave at a time to suit the employer (eg when the employer may be on holiday themselves)
- Ruils Payroll service can help you record your PAs annual leave so it's important to make sure you itemise this on your timesheet.

Bank Holidays and Enhanced Pay

- There is no statutory entitlement for an employee to be paid additional leave for public holidays, as these are counted within the 5.6 weeks' holiday.
- Employers are not required to pay employees double or any other enhanced rates for working on a public holiday.
- If an employer wishes to offer their Personal Assistant enhanced rates for public holidays, they will be required to 'top up' and contribute directly.

For more information contact the Direct Payment Support team:



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