

Annual Leave and Sick Pay Entitlement

Staff are entitled to 5.6 weeks annual holiday pro rata and this is something you will agree with your employee. So for example, if you employ someone for 20 hours per week they will be entitled to 112 hours per year paid time off work.

It is not unusual for an employer to ask for a certain amount of time as notice of annual leave so you can make alternative arrangements whilst the person is on holiday.

You will find an online Annual Leave Calculator at www.businesslink.gov.uk Click on 'Employing People' and you will find the calculator in the 'Tools' section.

Under the Direct Payments scheme you will be offering Statutory Sick pay to your Personal Assistant.

Good information on these areas can be found at www.hmrc.gov.uk or www.dwp.gov.uk/lifeevent/benefits/statutory_sick_pay.asp

If you need any support with holiday entitlement and sick pay the DASL team can assist.