

Holidays & Entitlements for PA's

Introduction

Under the Working Time Regulations each of your employees is entitled to 28 days holiday per year. 28 days equals 5.6 weeks.

You pay your employees by the hour, so you need to convert 5.6 weeks 'per year entitlement' into an hourly 'per year entitlement'. To do this you multiply the number of hours your employee works per week by 5.6.

Example

Your employee works 16 hours per week, the calculation would be:

16 x 5.6 = 89.6, rounded to give 90 hours holiday per year (any decimal places should always be rounded up.)

- Employees must take the time off work.
- You cannot pay your employee holiday pay on top of normal wages without them taking the time off.
- You cannot pay any untaken days at the end of the holiday year because your employee did not take all their entitlement. Any days untaken are lost.

If your employee leaves in the holiday year, then you need to recalculate their entitlement to the month they left, deduct any hours holiday already paid, and pay up the balance in their final pay.

Employees must take 20 days holiday (or the equivalent in hours) in their holiday year or lose any days (hours) untaken. The additional 8 days entitlement (or the equivalent in hours) can be carried forward into the next holiday year at the discretion of the employer (you!), however, we recommend that you keep accurate records where you allow this to happen in case your employee disputes any totals with you.

Keeping records

We have attached a simple work sheet to help you calculate, record and keep note of your employee holiday hours. Use a separate sheet for each employee and keep it safe.

Notifying PayPartners payroll service

When you call in your employee hours for the payroll, you will need to tell us about any holiday hours that have been taken. We will then show these on the payslip as a record for your employee.

Please note that we are unable to process instructions from you where for example you tell us that your employee has taken '2 days off as holidays'. We will require you to tell us the value in hours (as recorded on your employee holiday summary sheet).