



Chapter 3

Managing your PA's time

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Managing your PA's time



It's important that you and your PA agree from day one how to manage their time, plan for holidays and how they should let you know if they are sick.

Timesheets

You'll need to keep a record of the hours your PA works. The best way to do this is by having your PA fill in a timesheet, which you both sign at the end of each week or month. Your **Personal Budget Advisor** will let you know how frequently you need to submit the timesheet.



There's an example of a blank timesheet form that you could use, in Chapter 6.

What if your PA is sick?

It's important to plan in advance who will provide cover if your PA is sick, but you will have already put information about this in your support plan. If your PA is unwell, they should let you know as soon as possible so that you can arrange cover for them. You must let your **Personal Budget Advisor** know as soon as you can that your PA is off sick. Mark the days your PA is sick on their timesheet and on their sickness record. You should forward your PA's sick note to your payment provider.



The statement of employment terms (see page 17) must include information about what your PA should do if they are sick.

- They will need to tell you on the first day they are ill. This should be at least one hour before their start time. They should let you know each day after that.
- They can sign a 'self-certification' form from the post office for the first seven days they are off sick. After seven days they must get a doctor's certificate.
- You will need to give these certificates to your Personal Budget Advisor and keep a copy for your files.
- Your PA will not get their normal pay from you for the period they are sick, but they might be entitled to statutory sick pay. Check with your Personal Budget Advisor.



Holiday leave

Your PA is entitled to take some time off during the year. This is known as annual leave. Don't forget to budget for any extra cover you might need while they're away.

At time of publication (2010) an employee is legally entitled to 5.6 weeks leave pro rata per year including public holidays. But these rules can change, so call the ACAS Helpline ([see Contacts page](#)) or check with your **Personal Budget Advisor** to make sure you are giving your PA the right amount of leave.



There's a blank Holiday Form in Chapter 6 that will help you keep track of what leave your PA is entitled to, and how much they have already taken.

Giving notice of holidays

Your PA must give you a reasonable amount of notice before taking leave. This should be enough time for you to arrange for someone to cover their work. You should include information about how much notice you will need in the statement of employment terms ([see page 17](#)).

Refusing leave

Your PA might want to take leave at a very inconvenient time. You're allowed to refuse their leave request, but you must give them reasonable notice.

Other kinds of leave

Maternity, paternity, adoption and parental leave

Laws in this area change quite a lot, so it's best to get advice directly from your **Personal Budget Advisor** or the ACAS helpline ([see the Contacts page](#)).

If your PA tells you she is pregnant

Ask yourself whether there are any health and safety issues that might arise from the work your PA normally does. For example, do you need her to do any heavy lifting? You'll need to make sure your PA isn't putting her health and her baby's health at risk. Speak to your Insurance Advisor as they will have useful guidance about what kinds of changes you may need to make.



If your PA is pregnant, call the ACAS helpline for advice on how to make sure everyone's health and safety is looked after, and for information about maternity leave and arranging cover. You should also let your Personal Budget Advisor know - they may have additional advice for you.





Checklist – managing your PA's time

- Keep a record of the hours your PA works (page 29).
- Your PA will not get their normal pay from you while they are sick, but they might be entitled to statutory sick pay – check with your Personal Budget Advisor or ACAS. Keep a record of your PA's sick days (page 29).
- Check with your Personal Budget Advisor or ACAS for up-to-date information about how many days annual leave your PA is legally entitled to (page 30).
- If your PA asks about maternity, paternity, adoption or parental leave speak to your Personal Budget Advisor or ACAS (page 30).
- If your PA tells you she is pregnant, speak to your Personal Budget Advisor or ACAS and make sure their duties do not include anything which could endanger the health of the mother or baby (page 30).

Your PA is entitled to take some time off during the year. Don't forget to budget for any extra cover you might need while he or she is away.

