

FACTSHEET 12:

Calculating Annual Leave:

Working out holiday entitlement

As an employer you are responsible for enabling your Personal Assistants to take paid holidays.

The following workings show how annual leave should be calculated. The Direct Payment support team can support you with this should you need help.

Permanent employee's working set hours each week:

If your PA works a set number of hours the following calculation applies, based on 5.6 weeks holidays pro rata.

Example: My PA works 5 hours per week:
5 x 5.6 weeks = 28 hours

28 hours is the number of hours the PA is able to take as leave in the full leave year.

Variable hours or casual hours.

This way of working out entitlement is based on an accrual system.

If your PA's hours vary from week to week then the following calculation would apply:

My PA has worked the following hours over 6 weeks, 6 hours, 8 hours, 4 hours, 3 hours, 6 hours, 5 hours.

$$6 + 8 + 4 + 3 + 6 + 5 = 32 \times 12.07\% \\ 32 \times 12.07\% = 3.8 \text{ hours accrued over 6 weeks.}$$

Both you and your PA should keep a record of annual leave accrued and annual leave taken. Using an Annual Leave Record Sheet that you sign can help you keep track.

When your PA takes annual leave this will need to be indicated on their Timesheet

The Direct Payments Support Team is available to help you make these calculations if necessary, so please don't hesitate to give them a call.

Direct Payments Support Service

Tel: 01352 701100

Email: dp.support@flintshire.gov.uk



“It is an excellent system and I really appreciate it.”