

**PAs are entitled to 5.6 weeks' paid holiday a year (inclusive of Bank Holidays).
The holiday year begins 1st April and ends on 31st March the following year.**

As per GOV.UK, PAs "will build up ('accrue') leave depending on the hours they've already worked, rather than getting a fixed number of days or hours"

See the government website for further information: <https://www.gov.uk/holiday-entitlement-rights>

Holiday is calculated as 5.6 x hours worked per week – and is accrued throughout the year. A PA should take no more than the holiday they have accrued till that month.

We put PAs holiday entitlement onto the monthly summary we send to the employer. Additionally, every quarter PAs are directly notified of their holiday entitlement when receiving their payslip(s).

Holidays are calculated in decimals e.g. 2 ½ hours is written as 2.5. Here is a conversion table to help understand your holiday hours in a more convenient format

00:05	00:10	00:15	00:20	00:25	00:30	00:35	00:40	00:45	00:50	00:55
.08	.17	.25	.33	.42	.50	.58	.67	.75	.83	.92

- Please note that under employment law, PAs must take their holidays before year-end (31st March), with the exception of 8 days, which can be carried over but will be paid at the rate your PA is on in March.
- Employers should encourage PAs to their holiday (it cannot be paid in lieu as per employment law). If any are unwilling or unable to take holidays please contact your ELI provider for advice.
- If you are in Sheffield, please ask Direct Payment Support Service (0114 2056825 email: directpaymentsupportservice@sheffield.gov.uk) for any help.

Here are some examples of regular holiday entitlements

Please note "annual entitlements" cannot be paid in advance of a PA accruing the hours.

Weekly hours	5 hours	9 hours	10 hours	15 hours	20 hours
Annual Holiday Entitlement	28.00 hours	50.5 hours	56.00 hours	84.00 hours	112.00 hours
Weekly Holiday Entitlement	0.54 hours	0.97 hours	1.08 hours	1.62 hours	2.15 hours
Monthly Holiday Entitlement Monthly hours = $\frac{\text{Weekly hours} \times 52}{12 \text{ months}}$	2.33 hours	4.20 hours	4.66 hours	7.00 hours	9.33 hours
4-weekly Holiday Entitlement 4 weeks / 5 weeks There are eight 4-weeks per year There are four 5-weeks per year	2.15 hours/ 2.69 hours	3.88 hours/ 4.85 hours	4.31 hours/ 5.38 hours	6.46 hours/ 8.08 hours	8.62 hours/ 10.77 hours