

YOUR GUIDE TO PA STATUTORY RIGHTS & ENTITLEMENTS



It is important to remember that your PA(s) has a number of rights and entitlements which are laid down in law.

KCIL can support you to ensure that you meet your obligations as an employer. All employees are entitled to be treated fairly and respectfully.

The following are automatic rights as defined by law:

AUTOMATIC RIGHT	WHAT IT MEANS TO YOU
Not to suffer unlawful discrimination	You must not discriminate on the basis of race, gender, colour, ethnicity, religion, beliefs, age, disability, background or marital status
Equal pay	PAs must be paid the equivalent of their peers
National Minimum Wage	www.gov.uk/national-minimum-wage-rates
Itemised payslip	Showing all deductions
Breaks and rest periods	Workers over 18 are usually entitled to 3 types of break: rest breaks at work, daily rest and weekly rest. www.gov.uk/rest-breaks-work/overview
Paid holidays	5.6 weeks a year (including bank holidays), pro rata if part time
Access to personal data	Your PA has a right of access to any information you keep about them or their employment
Statutory sick pay	Eligibility and current rates can be found at www.gov.uk/statutory-sick-pay/overview



In addition, there are a number of statutory rights:

EMPLOYEE'S STATUTORY RIGHT	WHAT IT MEANS TO YOU
Time off for dependents	Your PA is entitled to time off for a family (or dependent's) emergency or if they need care
Time off for ante-natal care	You must allow your PA time off to attend ante-natal appointments
Maternity leave	Your PA is entitled to maternity leave and statutory maternity pay. Full details can be found at: www.gov.uk/maternity-pay-leave/overview
Paternity leave	Fathers are entitled to leave on statutory paternity pay and also to additional leave. Full details can be found at: www.gov.uk/paternity-pay-leave/overview

There are also statutory rights linked to how long you PA has been working for you:

STATUTORY RIGHT	WHAT IT MEANS TO YOU
Terms of employment	You must provide your PA with a statement of terms of employment within the first month of starting work
Contract of employment	You must provide your PA with a written contract of employment within the first 2 months of starting work
Notice of dismissal and/or redundancy	The length of notice you have to give depends on how long they have worked for you and their contract. More details can be found at: www.acas.org.uk/index.aspx?articleid=1650

