



## If your PA is absent

It's a good idea to have a plan for when your PA is sick or on holiday.

You could register with a personal assistant agency or employ a couple of PAs on a 'work as and when needed' contract.

## If you are not happy as an employer

Talk to your personal assistant if you are not happy with their work. If problems do not improve, you will need to follow the correct legal procedure. You should have a disciplinary policy in place and ensure your PA has a copy.



## If your PA is not happy

Good communication with your PA can help avoid small problems getting worse.

It is also a good idea to have a grievance policy which outlines how you PA can raise concerns with you.

## If you are being abused

Some examples of abuse are:

- Lack of personal care
- A PA who bullies you
- Being kept away from family and friends
- Injuries, e.g. being hit

If you are being abused, you should tell someone immediately. Contact the police, friends and family or your doctor.