

Independent Living Agency

Unit 15 Dagenham Business Centre, 123 Rainham Road North, Dagenham, RM10 7FD

Guidelines for Carers/Personal Assistants

Right to Work In The UK

Employers have a duty to prevent illegal working in the UK by carrying out prescribed document checks on people before employing them to ensure they are lawfully allowed to work. All new PAs are requested to visit the office and complete a Right to Work check with us. They will need to bring the necessary documents:

- Photo ID (Passport, Driving License and National ID card)
- National Insurance Number (i.e. NI card or payslip)
- A Letter with their name and address (within the last 3 months)
- Right to work Visa or letter

Office hours for Right to Work checks are 9.30-1.30pm.

Holiday pay and Leave

You are entitled to 28 days pro rata (including 8 bank holidays) paid leave, which you are required to take each year. You are only entitled to Bank Holiday payment or annual leave if your working day is a **Bank Holiday**.

Annual leave that has not been taken within the financial year (1st April to 31st March) cannot be carried over to the new financial year except the holiday that is accrued in March.

Bank holidays, Christmas and New Year's Day will be treated as working days and should be booked off as leave on your time sheets.

Getting paid instead of taking holidays

The only time someone can get paid in place of taking statutory leave (known as 'payment in lieu') is when they leave their job. Employers must pay for untaken statutory leave (even if the worker is dismissed for gross misconduct).

Sick Pay

You are entitled to Statutory Sick Pay subject to earnings. This is based on only **ONE EMPLOYER** not all your employers' salary grouped together. You must submit a Sick Certificate from your doctor for SSP to be paid.

National Insurance

NI will be deducted from your earnings. This is based on **One Employer** and not all your employers salary grouped together. If you **DO NOT** earn enough to pay **NI**, then it is **YOUR** responsibility to ensure you pay your own **NI**. You can obtain information from WWW.DWP.NIS with regards to obtaining a forecast of how much you need to pay or are if you paying enough **NI** etc.

Service User/Client Hospitalisation/Respite

This is subject to agreement with the local Authority/Social Services.

Timesheets and Payment Dates

All PAs should have an agreed payment date with the ILA. If you are working with a buddy during the week/month all timesheets need to be in together as this can cause a delay in payment of PAs wages and might occur an additional charge to the Employers existing budget.

Group timesheets are to be collected and handed in together.

All timesheets must be signed by the Service User or next of kin. This has been enforced by the Local Authorities.

If timesheets are unable to be signed by the Service User or agreed family member then an explanation will be required and approved by Direct Payments/Social Workers.

Termination of Employment

Notice pay and redundancy pay will be calculated based on length of service and terms of contract.