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Welcome to our first quarterly newsletter for people employing Personal Assistants. The Newsletter is sent to employers every quarter from Connection Support to keep people updated with information relevant to managing their employer responsibilities

Employer News

Annual Leave

As an employer you must ensure you offer your employees their annual leave entitlement and encourage them to take this. Although as an employer you have the right to decide when your PA takes their annual leave, it is recommended to try and reach a mutual agreement with this. A contract of employment should include when the annual leave year starts and ends, the amount of annual leave hours the PA is entitled to take and how annual leave requests should be made. Some important rules with annual leave are set out below:

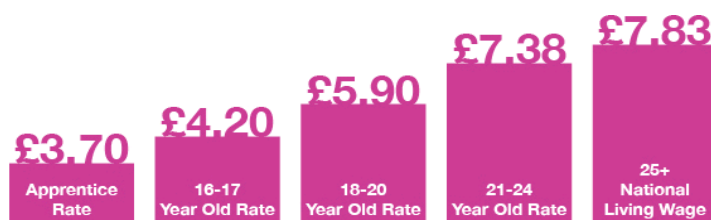
- It is illegal for an employer to pay an employee for annual leave they have not taken when their holiday year has ended.
- Your employee needs to take their statutory annual leave entitlement in the same year, unless you agree for them to carry some over to use in the following year.
- When an employee leaves their job having not taken all their annual leave entitlement they can be paid for this (known as 'payment in lieu').

Employment Contracts

Your PA's employment contract should be kept up to date and relevant to their job. When something needs to be changed with the employment arrangement such as the number of hours being worked, you should ensure you consult with your PA and provide in writing to them the details of the change (known as a contract variation letter).

National Minimum Wage

The 2018-19 tax year means you need to know all the new payroll rates from April 2018



As an employer you have the responsibility to ensure your PA is paid at the minimum wage or above. This includes employees who live with you and work to an average hour's contract and those working either a waking night or sleeping night shift.

From 1st April 2018

- Statutory Sick Pay increases from £89.35 per week to £92.05 per week
- Statutory Maternity, Adoption and Paternity Pay increases from £140.98 per week to £145.18 per week
- Work Based Pension contributions increase from 1% to 2% for employers and from 1% to 3% for employees

Payroll Service Update**Purple Payroll Service****Contact details**Tel: **01245 392300** (main switchboard)Email: payments@wearepurple.org.uk

The Payroll Service is offered from an organisation called **Purple** and supports many Employers in Oxfordshire with Pay as You Earn (PAYE) and with administering pensions and auto-enrolment employer contributions. Purple are currently making several changes, including an upgrade to their existing telephone systems, due to commence in late September, which are aimed at improving their accessibility to Employers.

Please keep the Purple Payroll Service updated with

- Changes to your PA contracted hours or Pay Rates
- Staff sick leave or other type of statutory leave
- Staff leaving and new staff joining you

Please contact Purple directly for further advice with your employee payments and pension payments on payments@wearepurple.org.uk or 01245 392300.

Connection Support Employer Helpline

For general enquiries and personalised advice with employer related issues:

Tel: **01865-410307** Email: Helplineoxon@connectionsupport.org.uk**General Data Protection Regulation (GDPR)**

The General Data Protection Regulation (GDPR) came into effect on 25 May 2018. As an employer it is very important that you consider what employee details you keep and how you store and manage these details. Your employees will have the legal right to access information that you hold about them.

The key points for employers to consider are:

- Can your employees/job applicants clearly understand why you hold information about them and what you are planning to do with it?
- Can you justify how you might use your employee personal data and ensure that this is fair i.e. would the employee/applicant expect me to be doing this?

An individual Employer might reasonably keep:

- Employee contact details and their emergency contact details
- Employment Contract and contract variation letters

Please be aware that Connection Support has created a guidance sheet and a GDPR consent form template for employers so they can meet their data protection requirements.