**COVID – 19**

**INFORMATION FOR CONTRACTED PERSONAL ASSISTANTS**

**RETAINED WITH PAY (RWP) - (if the employer is ill or has to self-isolate)**

**Information from your contract**

**“Lay Off” Clause**

*This covers unforeseen circumstances*

**Employer Hospital admission in any 12 month period**

Should the Employer have extended stays in hospital care which is for more than 2 weeks, staff will be paid up to 4 weeks on full pay and 4 weeks half pay.

After the initial 8 weeks, staff will remain employed on **‘Guarantee pay’** which is £29.00 a week for 5 weeks, in any 3 month period, up to and including the 13th week. This payment fluctuates annually.

Correct as of 1st April 19. Please check with your payroll service.

Whilst on this rate, Employees have the right to claim benefits *(please see your local jobcentre for more information or* [*www.direct.gov.uk*](http://www.direct.gov.uk)*)*

Staff should remain available to restart employment if the Employer’s circumstances change and they are ready to have staff back in the work place. At all times staff will be kept informed of the Employer’s situation.

More information can be found at on the ACAS website, [www.acas.gov.uk](http://www.acas.gov.uk) or you can call the Helpline on 08457 474747.

**Special Leave**

The Employer retains the discretion to give additional leave in special circumstances, under the family-friendly policy under terms and conditions of ACAS.

**Compassionate leave**

Compassionate leave is not compulsory, but as a good Employer, discretion to give reasonable unpaid time off may be granted. Each individual case will be looked at and if appropriate, some paid time can be given; usually between 3 and 5 working days. Either circumstances would be agreed in writing and signed by both Employer and Employee and kept in the Employee file.

**information from www.gov.uk**

<https://www.gov.uk/lay-offs-short-timeworking/guarantee-pay>

**Lay-offs and short-time working**

**Guarantee pay**

**Rate and length of statutory lay-off pay**

You’re entitled to guarantee pay during lay off or short-time working. The maximum you can get is £29 a day for 5 days in any 3-month period - so a maximum of £145.

If you usually earn less than £29 a day you’ll get your normal daily rate.

If you work part-time, your entitlement is worked out proportionally.

You cannot claim guarantee pay for any day that you do some work.

Eligibility for statutory lay-off pay

You must:

* have been employed continuously for 1 month (includes part-time workers)
* reasonably make sure you’re available for work
* not refuse any reasonable alternative work (including work not in your contract)
* not have been laid off because of industrial action