

Annual Leave Year Change - Information for Employers and Personal Assistants (PAs)

Purple Direct Payment Support Service (DPSS) is committed to promoting transparent, fair, and accessible employment arrangements for Employers and Personal Assistants (PAs), ensuring processes are easy to understand and manage.

As part of this, we are introducing a change to how the annual leave year is calculated. This document explains what is changing, why the change is being made, and how it will benefit both Employers and Personal Assistants (PAs).

Why are we changing the annual leave year?

Currently, annual leave is calculated from each Personal Assistant (PA's) individual start date. This change reflects feedback we have received and is intended to make planning and managing annual leave simpler.

From **April 2026**, the annual leave year will be standardised for all Personal Assistants (PAs) as follows:

Start date: 1st April

End date: 31st March

PLEASE NOTE: No PA will lose annual leave because of this change.

This change will simply make holiday calculations clearer, more consistent, and easier to manage for everyone involved.

Benefits of the change

1. Consistent annual leave dates

All Personal Assistants (PAs) will share the same annual leave year, running from **1 April to 31 March**. This provides clarity and consistency for both Employers and Personal Assistants (PAs).

2. Easier administration

Whether you employ one Personal Assistant (PA) or several, all annual leave will follow the same start and end dates. This reduces the risk of errors and simplifies record-keeping.

3. Alignment with the financial year

The new leave year aligns with the UK financial year, supporting accurate payroll processes, budgeting, and reporting.

4. Reduced risk of missed holiday entitlement

Having a clear end date of 31st March helps ensure that Personal Assistants (PAs) are aware of exactly when annual leave should be taken by, thus reducing the likelihood of unused entitlement which, at the end of the leave year, may be lost.

5. More even distribution of leave

An April reset encourages annual leave to be planned and taken throughout the year, rather than being concentrated into a short period, which may leave Employers struggling to find PA cover.

“Use it or lose it” policy

Annual leave should normally be taken within the annual leave year, which runs from **1st April to 31st March**.

If annual leave is not used by the end of this period, it will be lost, unless an exception has been agreed by the Employer in line with relevant employment guidance, and this has been approved by the local authority.

We strongly encourage Employers and Personal Assistants (PAs) to plan annual leave in advance to ensure that all entitlement is used within the leave year.

Communication and support

At Purple Direct Payment Support Service (DPSS) we recognise that some Employers or Personal Assistants (PAs) may have concerns if they feel they have not received sufficient information about this change.

To support you, we will:

- Offer additional support by email or phone for anyone with questions or concerns.
- Review individual circumstances and provide guidance where needed.

If you are unsure how this change applies to you or your Personal Assistant (PA), please contact us and a member of the team will be happy to assist.

Contact Purple Direct Payment Support Service (DPSS)

If you require any further information or support, please contact our team:
sandwell@purple-dpss.co.uk / 0121 269 8465