

Payment of outstanding annual leave

We have received a number of requests to pay staff for outstanding annual leave. All statutory holiday entitlement must be taken each year – 20 days, as set out by the Working Time Directive. If a contract gives an employee more than the statutory, we would expect them to take all of their annual leave but if there is some remaining it can be carried over from one year to the next at an MP's discretion. However, we do not pay for annual leave not taken except when someone has left employment and we are notified that there is outstanding annual leave.

Travel to Scottish, Welsh and Northern Irish Assemblies

We have been asked if there is a cap on the number of journeys an MP can claim for trips to the devolved assemblies. There isn't – if an MP needs to travel to the devolved assemblies as part of their Parliamentary duties they can and should claim under extended UK travel.

System maintenance

We will be conducting some routine maintenance to the online expenses system on Tuesday 7 June between 8am and 10am. During this time, the system will not be available. We apologise for the inconvenience this will cause.

Contacting IPSA

Phone: IPSA Information Line: 020 7811 6400 (Opening hours 1pm-5pm, Monday to Friday)

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