

Happy Christmas from Green Light HR Solutions!!

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Christmas Dilemmas – your questions answered!

We ran a web search on the most common worries that small employers have over the Christmas period, and provide our practical advice below;

Can I include Christmas Day, Boxing Day and New Years Day as part of paid holiday entitlement?

Yes – the minimum entitlement to annual leave is 5.6 weeks a year, which can include all of the bank holidays. But you should be consistent with the way in which you have treated bank holidays in the past.

An employee has asked to work over Christmas, but the business is closed – can I force him to take this as holiday?

Yes – holiday is at the discretion of the employer so you can have periods where you enforce holiday, eg during a "shut down" time. You should give as much notice as possible in order that staff can plan their holiday entitlement to include this. If this is a regular pattern we'd advise that you mention it in the contract of employment and / or staff handbook.

What should I do if an employee turns up for work worst for wear after a boozy do the night before?

It very much depends on their job and the nature of your business, however you are fully entitled to send someone home if you do not feel that they are fit to work, and this is strongly advisable if they are responsible for operating machinery or looking after others. At worst, this may warrant a disciplinary investigation and action, at best you might ask them to take annual or unpaid leave for the day. We'd



Merry Christmas from Julie and Antonia!!

We've always loved December - the merriment, the sparkles and the spirit of Christmas!

We wish you all the very best for a fun filled time and have put together some top tips to keep you out of any trouble when it comes to staffing issues!

advise that you talk to your staff in the lead up to Christmas to explain your stance on this tricky issue to avoid any problems.

Top Tips for a Trouble Free Christmas Party!

Christmas Parties are a great way to celebrate successes of the year and to thank staff for their hard work, but employment law is full of terrifying stories of Christmas past Employment Tribunal cases resulting from Parties. Follow our tips below to ensure that your Christmas Parties, present and future, are trouble free!

- Keep in mind that the employer may be liable for anything that goes wrong at their Christmas Party, even if it is off the premises and out of work hours, so plan your party carefully in view of this;
- Ensure that the party is appropriate for all staff, including the theme, menu and choice of drinks, especially for non-Christian staff who do not celebrate Christmas.
- Don't forget to invite staff who are away from work, eg, due to maternity, secondment or sick leave as well as temporary and agency staff;
- If it is likely to be late or boozy, provide a list of taxi phone numbers or organize a mini bus to help staff to get home safely at the end of the night;
- Many of the tribunal cases we hear about are a result of booze fuelled behaviour linked to perceived discrimination or harassment. Remind staff that they are representing the company and that they should behave appropriately;
- If you see any concerning behaviour have a quiet word with the person before anything escalates;
- Role model appropriate behaviour and encourage your managers to do the same;
- As an alternative to a Christmas Party a gift voucher will bring a smile to anyone's face and will be appreciated as a nice gesture.

If you have any questions about the above or any other employment / staffing matter please get in



About Green Light HR Solutions

Green Light HR Solutions is a North Leeds based HR Consultancy run by Antonia Nicholls and Julie Shimmin. We have experience of working with small businesses and understand the people management challenges you face on a day-to-day basis.

Julie and Antonia are fully CIPD Qualified with, between us, over 30 years experience of working in HR and managing staff in both

touch;

antonia@gl-hrsolutions.co.uk

julie@gl-hrsolutions.co.uk

We wish you a very happy Christmas and a successful new year!

Antonia and Julie

the public and private sector. All the work is performed by us. Our rates are competitive and we are keen to extend our client base. We are a small outfit who take pride in getting to know our clients and provide a high quality and bespoke service.

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