

Happy Christmas from Green Light HR Solutions!!

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Merry Christmas from Antonia and Julie!!

We love 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 on employing and managing your people so that you can enjoy your Christmas festivities in December without any headaches in January!

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 office 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 if you employ staff who do not celebrate Christmas.
- Don't forget to invite staff who are away from work, eg, due to maternity,



About Green Light HR Solutions

Green Light HR Solutions is a Leeds based HR Consultancy run by Antonia Nicholls and Julie Shimmin. We have experience of working with businesses, charities and not-for profit organisations and understand the people management challenges you face on a day-to-day basis.

www.gl-hrsolutions.co.uk

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;
- Role model appropriate behaviour and encourage your managers to do the same;
- If you see any concerning behaviour have a quiet word with the person before anything escalates.

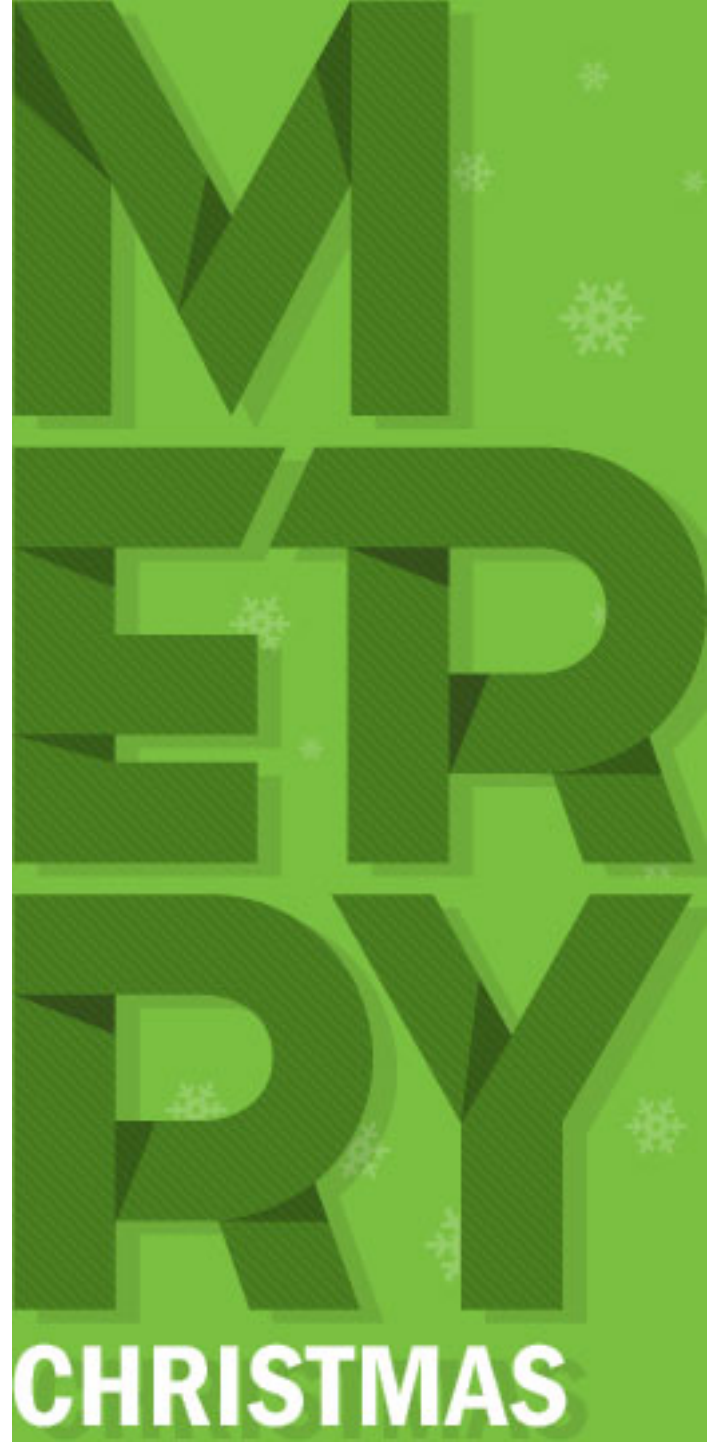
We know that you are mega busy at this time of the year so we've kept a list of seasonal questions we are regularly asked!

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. We can advise on how to calculate entitlement for part-time staff.

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 this is explicit in the contract of employment and / or staff



Statutory Entitlements (qualifying criteria applies):

Statutory Maternity, Shared Parental Leave, Paternity and Adoption Pay: £140.98 per week

Statutory Sick Pay: £89.35 per week for up to 28 weeks.

The National Living and Minimum Wage rates (increasing in April 2018):

Staff aged 25 and over: £7.50 (£7.83)

Staff aged 21 to 24: £7.05 (£7.38)

Staff aged 18-20: £5.60 (£5.90)

Staff aged under 18: £4.05 (£4.20)

Apprentice rate: £3.50* (£3.70)

*This rate is for [apprentices](#) aged 16 to 18 and those aged 19 or over who are in

handbook.

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

You are fully entitled to send someone home if you do believe that they are unfit to work. You can agree with them whether they take the day as unpaid or annual leave.

If the employee is responsible for operating machinery or looking after others such behaviour may breach health and safety standards and could constitute gross misconduct.

Even in extreme and dangerous circumstances it is always important to follow your own disciplinary process regarding suspension, summary dismissal and gross misconduct.

In the interests of clarity we 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.

their first year. All other apprentices are entitled to the national wage rate for their age.

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We'd love to receive your feedback and thoughts on anything you'd like to see in future issues-

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Please forward our newsletter to anyone you feel may be interested, or they can sign up via our website www.gl-hrsolutions.co.uk

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