

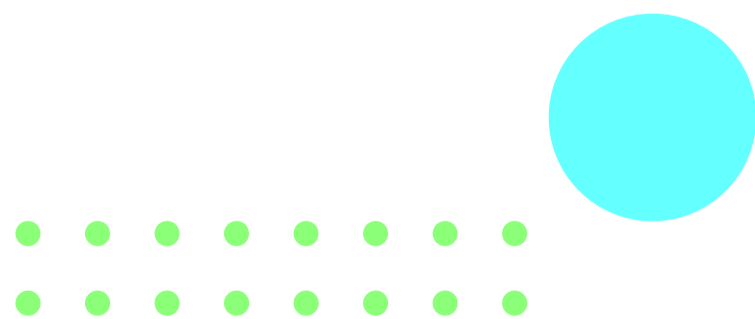
# ***Guide to being Santa's favourite HR team***



Christmas trees are up in shopping malls, streets have lights strung up, and advent calendars are now on sale- so whether you like it or not, it's beginning to look a lot like Christmas! Christmas is a difficult time for HR, as they strive to work and wrap up a variety of tasks before the year ends. Here's a quick guide from us with 7 things to consider and sleigh your way through the holidays.

## ***Company Policy comes to the rescue!***

Every company has its own holiday policy. This is key & you will see this being mentioned throughout the guide. To avoid last-minute time-off requests, unpleasant rejections and unwanted drama from office parties make sure employees are made aware of the company policy.

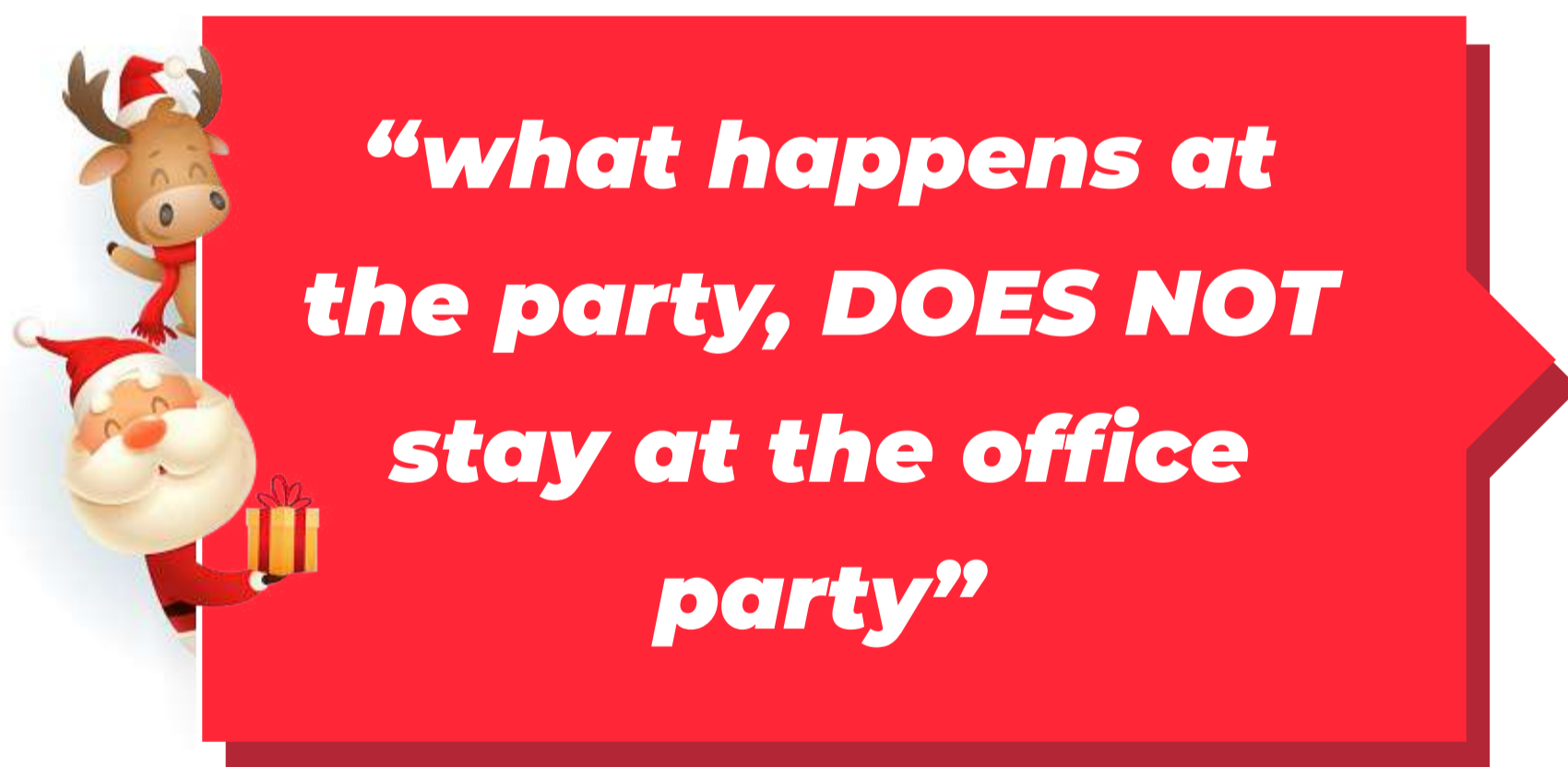


## ***Clarify the rules regarding absenteeism.***

Managing absenteeism is difficult, especially around the holidays. Having a clear absenteeism & sickness policy in place & respectfully reminding all employees about it over the holiday season is recommended.

## ***Keeping the party merry & bright***

Let's say alcohol is served at the holiday party, be sure your company has a policy in place that states that excessive drinking at company functions will not be tolerated. Furthermore, all workplace policies (including rules around harassment, bullying, safety, social media, etc.) still apply at these types of celebrations.



If you're not careful, what happens at your party might quickly become a viral social media phenomenon. Consider social media ahead of time... A good social media policy, as well as clear notice prior to the party, can help to limit the possibility of this happening.

## ***Aftermath of the office party***

The day after the office party is especially difficult, with studies indicating that 60% of workers are too hungover to come to work the next day, and 32% call in sick. Having the party on Friday is best because employees have the weekend to get over.

***So, make sure employees don't miss the policies amidst the Christmas rush.***

Pro-Tip: With PeoplesHR, you can make it a mandatory document to read, where your employees get a notification that must be accepted, thereby avoiding the chance of missing it out due to the holiday rush.

## ***Corporate Gifting done right!***

To gift or not to gift. Giving your employees a non-denominational & inclusive Christmas present is a terrific way to show your appreciation for them.

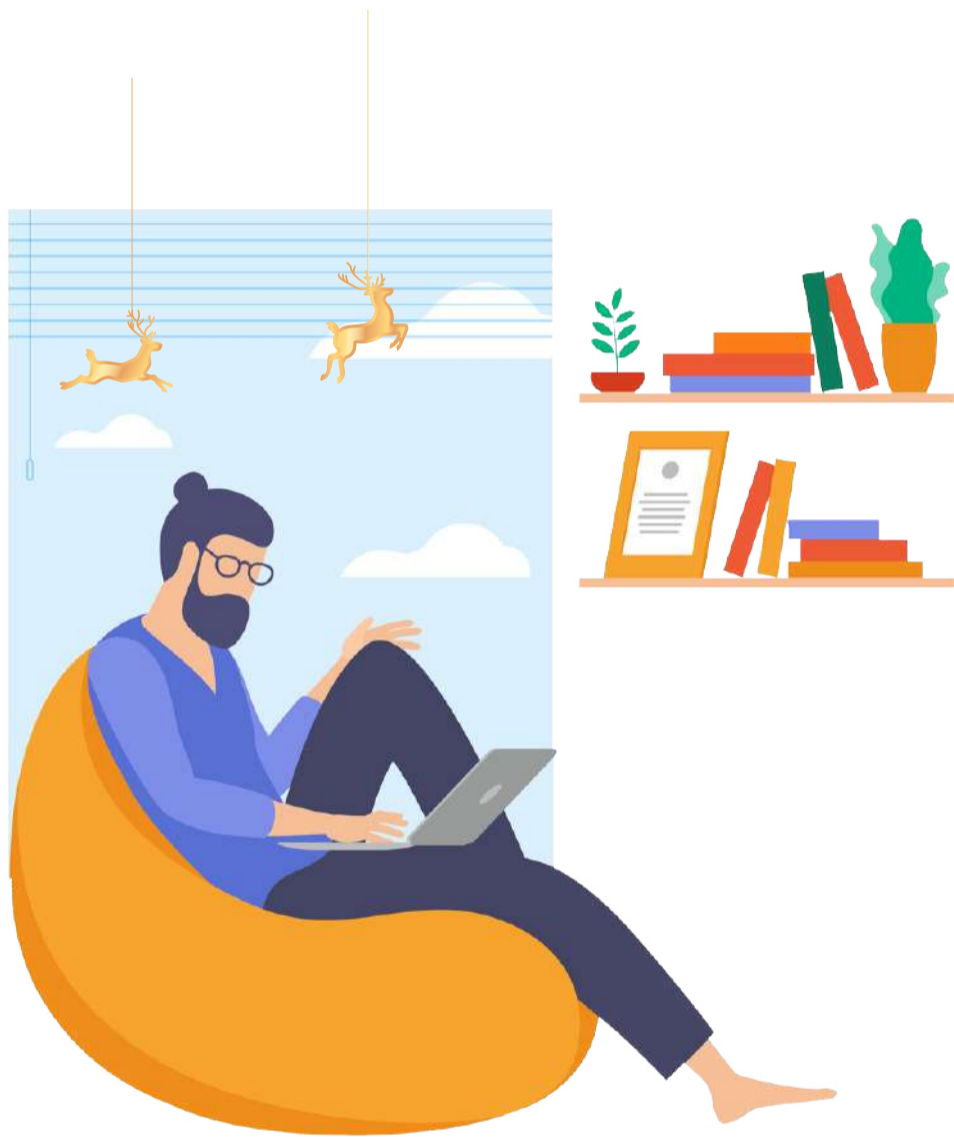
***Have a clearly communicated corporate gifting policy that covers both receiving and giving gifts.***



## ***Basic Corporate Gifting Rules:***

- ★ Be open and honest.
- ★ Take into account local customs.
- ★ Be proportionate
- ★ Only legitimate business expenditures are permitted.
- ★ Record in the company register fairly.

## ***Get that payroll rolling.***



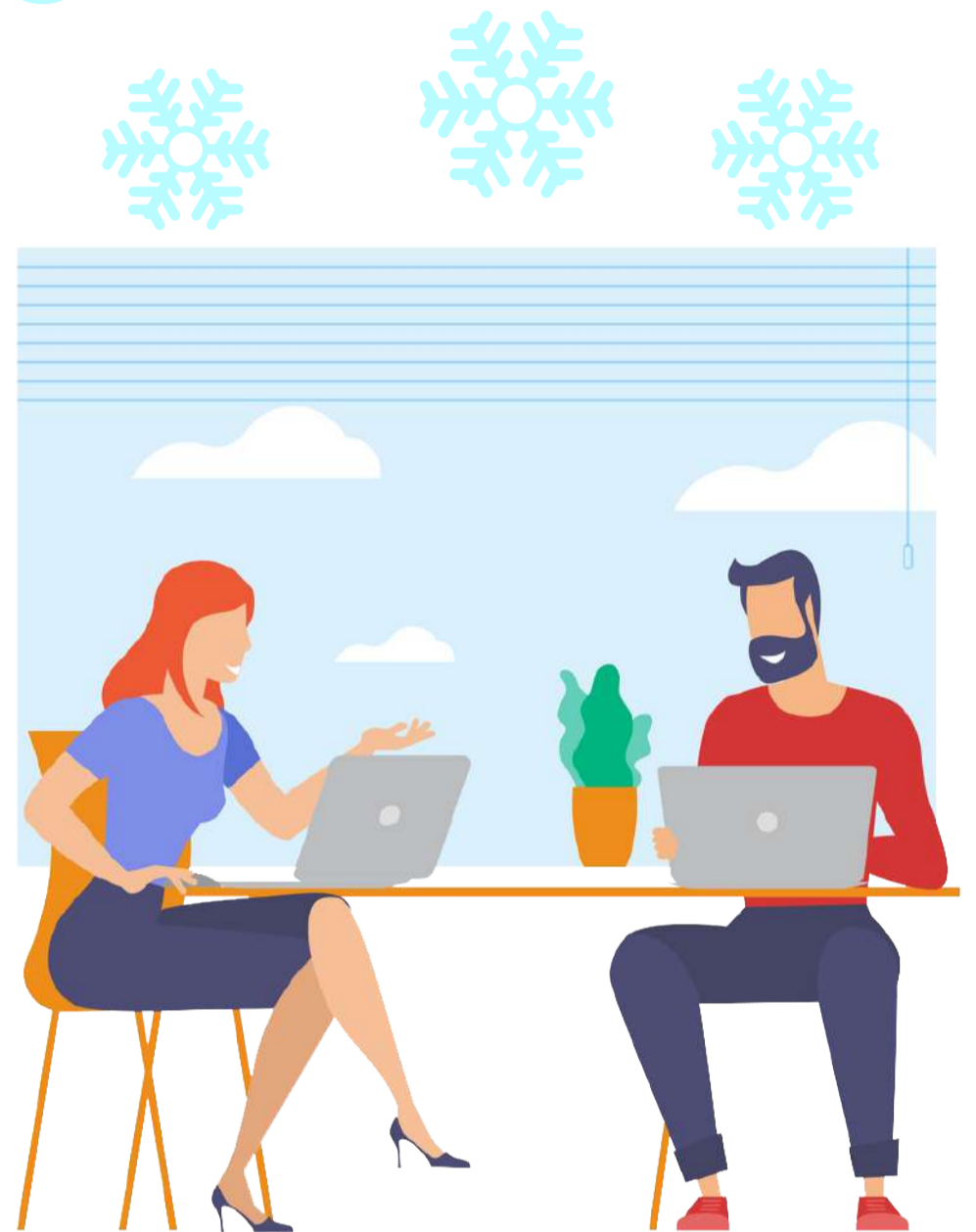
The holiday season is a costly affair for everyone, and there is no doubt that your employees are looking forward to their paychecks &, if applicable, year-end bonuses. Complaints about late salary remittances & payroll issues are the last thing any HR department wants.

***Pro-Tip:*** Ensure your HR Solution is up to date on all employee payments other than payroll. This might include taxable fringe perks, shareholder advantages, bonuses, additional commissions, pay etc.

# ***Flexibility for Holiday Time Off***

The most wonderful time of the year is also the most stressful time of the year for employees who are juggling a hectic schedule at home and at work. Being flexible with paid time off and remote working keeps everyone pleased during the holiday season.

Consider providing flexible public holidays to increase inclusion. That is, those who do not celebrate Christmas might exchange their Christmas holiday days with festive days that are more meaningful to them.



# ***Flexibility for Work Options***



Working from home, 4-day work weeks, and hybrid working options are common. This allows employees to complete their tasks while still having time to be with their loved ones over the holidays. This creates a win-win situation for both the organization and the employees.

**Pro-Tip:** Use your HR Solution to tell your staff of the new work schedules and to amend your payroll for the season. The PeoplesHR Mobile App allows you to capture employee attendance from anywhere, at any time.

# ***Bring on the holiday spirit.***

## ***Jazz up the office***

Who wants to come to work in a dull workplace when everyone is in a holiday mood? The time we spend decorating is one of the nicest parts of the holiday season! Get some coffee, gather your tinsel, baubles, and seek the support of your employees to decorate the office for the festive season!

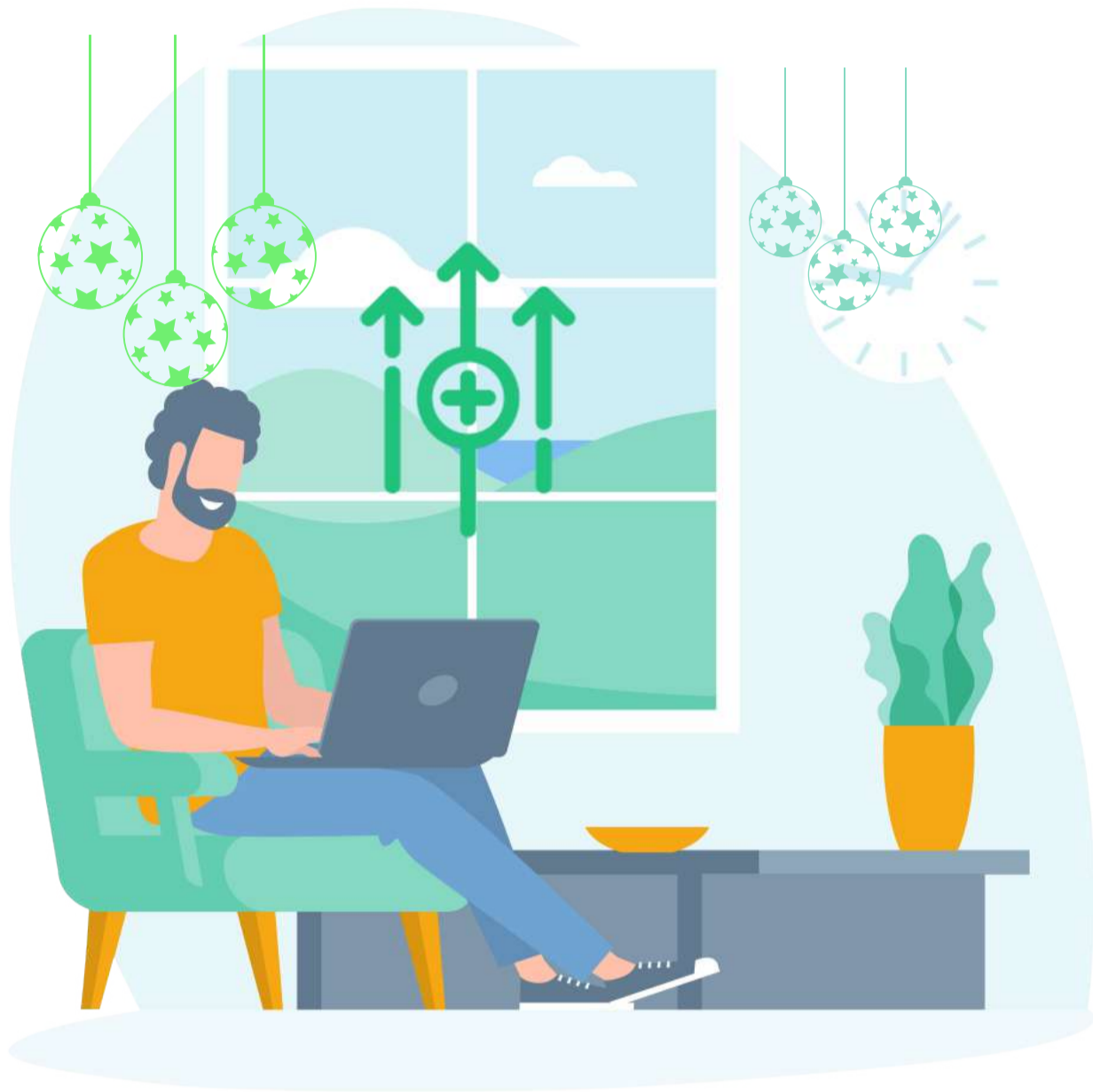
## ***Get everyone together***

As HR, there's so much more you can do you can do. Take advantage of any opportunity to bring your employees together & make them feel happy, from getting them to sing carols to little employee appreciations, it is the ideal time to stimulate your employees who work despite the holiday season.

***Pro-Tip:*** Use your HR Solution to alert employees of future events, as well as send in your appreciations and messages wishing them a happy holiday season and a job well done.



# ***Flexibility for Work Options***



Whether it's due to religious differences or a general lack of interest in the season, not everyone wants to celebrate. Leave them alone: do not force people to participate. Your sense of inclusivity maybe their sense of bullying.

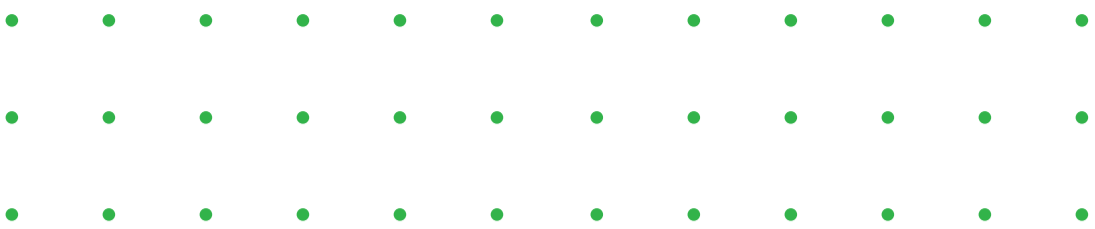
Do not assume that someone celebrates a specific holiday unless they have clearly said that they do. Until you know otherwise, keep your Christmas greetings and emotions general.

***'Tis the season to not all.. but to those who celebrate & to those who willingly vibe along to Mariah Carey!***

Well, with all that covered there's nothing to be overly stressed about this holiday season my fellow friends in HR. It's time to get the holiday season started.

***We wish you a Merry Christmas and a Happy New Year.***





Check us out

