

# *Roadmap to a Happy Holiday*

## *Your Holiday Checklist (HR Edition)*



As we count down the days to Christmas, the excitement is palpable, and the holiday season is in full swing. While everyone is busy dreaming of sugarplums & eggnog, HR professionals have their hands full with a Santa-sized sack of responsibilities. From planning holiday parties to managing time-off requests, 'tis the season to keep your workplace merry and bright.

To help you sleigh the HR challenges of the holidays, we've put together a straightforward checklist that's as cheerful as a carol.

# 1. Prepping for the Festivities



The stage is set for a winter wonderland, but it all starts with a little preparation.

- ✓ **Plan and Schedule**  
Break out your event-planning hat & schedule holiday parties that will have everyone jingling all the way.
- ✓ **Budget Allocation**  
Make sure your holiday budget twinkles as brightly as the holiday lights.
- ✓ **Holiday Calendar**  
Create a calendar of office closure dates – it's your gift of transparency to employees.
- ✓ **Time-Off Policies**  
Let employees know the ho-ho-ho-holiday time-off policies so they can plan accordingly.
- ✓ **Festive Bonuses**  
Don't forget to plan for festive bonuses, spreading cheer and gratitude throughout your workforce. It's the season of giving, after all!
- ✓ **Backup Staffing Plan**  
Santa's got his reindeer; you need a backup staffing plan just in case.
- ✓ **Emergency Contacts**  
Check your list twice and update emergency contacts for peace of mind.
- ✓ **Remote Work Arrangements**  
Don't forget to include remote work arrangements in your holiday plans.

## 2. Spreading the Holiday Cheer



### ✔ Spread the Cheer

Send warm holiday greetings to employees and watch the office fill with joy.

### ✔ Time-Off Reminders

Remind your team to take a break, relax and recharge.

### ✔ Time-Off Requests

Share the process for requesting time off and make it as simple as leaving milk and cookies for Santa.

### ✔ Holiday Events

Deck the halls with details of holiday events, so no one misses out on the fun.

## 3. Managing Time-Off Requests



The season is here, and so are those time-off requests.

### ✔ Transparent Process

Establish a clear and transparent process for handling time-off requests.

### ✔ Deadlines

Set deadlines for time-off requests, just like Santa's sleigh schedule.

### ✔ Timely Communication

Communicate approvals and denials promptly, like a well-timed gift delivery.

### ✔ Flexibility

Offer flexible work arrangements to make your employees' wishes come true.

### ✔ Coverage Balance

Ensure a balanced schedule, so the holiday season runs smoothly.

## 4. Organizing Holiday Events



### ✓ *Finalize Plans*

Add the finishing touches to your holiday party plans, making them as enchanting as Santa's workshop.

### ✓ *Team-building*

Plan fun and festive team-building activities that'll light up your employees' faces like a child seeing presents under the tree.

### ✓ *Secret Santa*

Organize a Secret Santa gift exchange to spark joy among your team members.

### ✓ *Dress Code and Gift Policies*

Communicate dress code expectations & policies on gift-giving to keep everything in tune.

## 5. Remote Work (If Applicable)



For remote employees, make sure they feel connected to the holiday spirit.

### ✓ *Guidelines and Expectations*

Clarify remote work guidelines, ensuring everyone is on the same sleigh.

### ✓ *Equipment and Tools*

Check that remote workers have everything they need to be productive.

### ✓ *Communication Channels*

Set up regular check-ins to stay connected, even from afar.

## 6. Post-Holiday Follow-Up (After the Holidays)

After the festivities, there's still work to be done.

### ✓ Gather Feedback

Learn from the holiday events and activities.

### ✓ Attendance and Participation

Review attendance and participation during the season.

### ✓ Appreciation

Don't forget to acknowledge your employees' efforts.



## Santa's Special Helper: PeopletHR

To make your tHR holiday checklist even more magical, we have an ace up our holiday sweater sleeve: PeopletHR.

PeopletHR is your ultimate tHR solution for managing the holiday season like a pro. With features like automated time-off requests, remote work capabilities and a People Engagement product suite that facilitates open communication, PeopletHR is your secret elf, helping you streamline your tHR tasks and giving you more time to enjoy the holiday season.

Now, as you sip your hot cocoa and listen to the sound of jingling bells, you can be confident that with your checklist and PeopletHR by your side, your holiday season will be as delightful as a chestnut roasting on an open fire. Cheers to a festive and stress-free holiday season for you and your team!

