



# LELC TRAINING

## **LELC provides flexible training packages on all areas of Personnel & Employment Law.**

We know that managing people and the procedures that go with it is a time consuming and costly job. We will work with you to ensure that our training content and activities are aligned to achieve your organisation's learning objectives.

Our aim is to equip you with the knowledge and tools you need to effectively manage employee issues and give you the confidence to stay in control. A selection of our most popular training packages are outlined below. Bespoke case studies and group discussions are included in all our training.

**For full details of all the training we can provide or to discuss a bespoke training programme for your organisation please contact us on 01476 583250 or email us at [employmentlaw@lelc.co.uk](mailto:employmentlaw@lelc.co.uk)**

### **Disciplinary & Grievances**

#### **The ACAS Code of Practice**

- Why must your organisation be aware of the ACAS Code?
- What steps are required?
- The cost of getting it wrong

#### **Grievances**

- How to identify a grievance
- How to handle a grievance – practical steps
- Common mistakes

#### **Disciplinary**

- Suspending safely
- Formal or informal action?
- How to handle a disciplinary process – practical steps
- Common mistakes

#### **Dismissals**

- When is it safe to dismiss?
- Key considerations

#### **Alternative Action**

- Must you follow a disciplinary process if an employee has 'short service'?
- Settlement agreements – a commercial solution

### **Equal Opportunities**

#### **Obligations**

- Why an awareness of equality issues is vital
- Employer's policies and employee obligations
- The consequences of non-compliance

#### **Types of Discrimination**

- Which characteristics have protection?
- What is direct discrimination?
- What is indirect discrimination?
- Disability: additional considerations
- Instructing and causing discrimination
- What is victimisation?

#### **Harassment**

- What is harassment and how can it occur?
- What is meant by conduct related to a protected characteristic?
- Sexual harassment
- Detriment for submitting/refusing to submit to harassing behaviour
- Guidance on avoiding harassing behaviour

#### **Bullying**

- What is bullying?

#### **Action Points – Managers and Employees**

- Appropriate steps should prohibited acts occur



## KNOWLEDGE IS POWER!

Employers are exposed to claims daily; it therefore pays to educate yourself. Invest in your business and organise training. Let LELC help you reduce the risk of claims.



### Holidays and Holiday Pay

#### Holiday Entitlement

- Statutory minimum holiday entitlement
- Your holiday policy
- Holiday carry-over
- Pay in lieu of holiday
- Requesting and refusing holiday

#### Tricky Calculations

- Part time workers
- Irregular hours
- Starting/leaving part way through a holiday year

#### Statutory Holiday Pay

- How should holiday pay be calculated?
- Recent decisions:
  - Commission
  - Overtime

#### Difficult Areas

- Holiday and sickness absence
- Holiday and maternity leave
- Rolled up-holiday pay
- Service related increases

#### Employment Tribunal Claims

- Defending employment tribunal claims
- The limit on unlawful deductions from wages claims

### Redundancy and Contract Variation

#### Redundancy Overview

- What in law is a 'redundancy situation'?
- Common misconceptions
- Preparation – key steps
- Statutory redundancy pay
- Collective redundancy

#### Redundancy Selection Process

- Identifying who is at risk of redundancy
- Fairly selecting for redundancy – key considerations and practical tips

#### Meaningful Consultation

- What is meaningful consultation and how long must it last?
- What must it cover – practical guidance

#### Alternative Work

- Employer's obligations

#### Contract Variation

- Reasons for the change
- The consultation process
- What if agreement cannot be reached?
- Dismissal and re-engagement

### Family Leave

#### General Considerations

- Why is it important to be aware of 'family leave' rights?
- What is the cost of getting it wrong?

#### Pregnancy and Maternity

- What are the rules regarding time off to attend ante-natal appointments?
- Maternity leave, terms and conditions and the right to return

#### Adoption Leave

- Maternity leave by a different name?

#### Paternity Leave

- Who is eligible?
- What are the rules?

#### Shared Parental Leave (SPL)

- What is SPL?
- Who qualifies for it?
- Necessary notices
- How does the right to SPL work?

#### Parental Leave

- What is parental leave and how does it work?

#### 'Dependent Care Leave'

- What is 'dependent care leave'?
- Who is a dependent?