



# HR Helper

July 2018

## Football Fever

by Lloyds Employment Law Consultancy

Following England's footballing victory, spirits may be running high ahead of this evening's match - what might this mean for your workplace?

### Team Spirit

If employees are in a positive mood this can be reflected in workplace morale and productivity. After all, if England can win a World Cup match on penalties, anything may seem possible – whether it's smashing sales figures, exceeding performance targets, or tackling those difficult tasks. If there's positivity in abundance in your workplace you may want to think about harnessing it, so your organisation can reap the rewards.

### Showing Support

Some football fans may be keen to show support for their team in the workplace. This may involve having team merchandise in their work area, putting up flags or wearing football shirts at work. From a HR perspective, whether employers choose to allow such things is likely to be influenced by the roles employees carry out, any existing

policies, past approaches to similar events and the message the organisation wishes to send to staff.

If you do allow support for teams to be demonstrated it's important to ensure that the rules are applied fairly and equally – not all employees will support the same team... or any team at all! Remember that employees shouldn't feel uncomfortable in the workplace because team support or team rivalries have been allowed to get out of hand.

### The Day After the Night Before

Whether it's celebratory drinks or drowning sorrows some employees may be feeling the worse for wear the next day. This may lead to an increase in sickness absence/lateness. This could peak on the Monday following the World Cup final!

If an employee calls in sick/is late, you should follow the usual process of dealing with them. If you suspect there is not a genuine reason behind it, you should call Lloyds for advice on your case.

## Additional Services

Cost effective additional services are available:

- LELC'S settlement agreement service
- Bespoke in-house training for managers and employees
- Onsite consultancy, we can conduct meetings on your behalf, such as capability, disciplinary and grievance hearings.

Contact your Employment Law Specialist for further information on our range of additional services.

**CALL LLOYDS ON**

**0844 7700 656**

If you have an employment law issue with which we can assist, please do not hesitate to contact us as we are happy to help.

## Training Available

To view our range of Training click [here](#)



### 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 01475 552259 or email us at [employmentlaw@lelc.co.uk](mailto:employmentlaw@lelc.co.uk)



### 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.

#### 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
- Sexual harassment
- 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

#### 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
- Rollled 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 bills
- 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?