



# 5 HR Challenges for the Holidays – and How to Address Them



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During the holiday season, employers are often faced with additional workplace responsibilities such as juggling time off requests, overseeing holiday pay, and planning holiday parties. The following are some of the top challenges organizations face:

## #1: Managing Time-Off Requests

The holidays are a popular time for employees to request time off. To help maintain an adequate staffing level, consider granting time off based on seniority, a first-come first-served basis, scheduling needs, or a combination of these factors.

## #2: Holiday Pay

Private employers are generally not required to provide paid holidays to non-exempt employees, unless the employer has promised otherwise. Likewise, there is generally no requirement to pay non-exempt employees a premium for working on a holiday. However, there are exceptions in some states.

## #3: Absenteeism

During the holiday season, some employers see an increase in the number of employees calling in sick, particularly before and after a company holiday. To help reduce unnecessary absences, some employers require non-exempt employees to work the day before and after a company holiday to receive holiday pay, unless they have scheduled the time off in advance. Employers may not apply such a policy to exempt employees.

## #4: Holiday Parties

If you plan on hosting a holiday party, consider Insurance coverage, pay implications, considerations for serving alcohol and reinforcing code of conduct and expectations.

## #5: Inclement Weather

To prepare for inclement weather and weather emergencies, consider a written policy that addresses emergency closings. Generally, whether an employee must be paid for closures for inclement weather depends on his or her status as an exempt or non-exempt employee.

## Conclusion:

To help manage your workplace obligations during the holidays, plan ahead and have clear policies and procedures in place. ADP's Employee Handbook Wizard can help.

For more information on Challenges for the Holidays, [check out adp.com/holidayHRTips](http://adp.com/holidayHRTips).

Have a client who needs assistance with updating or creating company policies? Contact your ADP representative today.