

WHAT WOULD YOU DO?

Two employees put in requests for holiday at the same time. They both have important reasons for requesting the time off. What should the company do?

Two employees, Paul and Eve put in requests for holiday at the same time.

Paul requires the time off to celebrate a religious festival.

Eve requires the time off to care for her elderly and sick father abroad.

Both Eve and Paul work in the same department and are instrumental in day-to-day management.

The week they have both requested is at the busiest time of year for the department.

They both come to you expressing how important the time off is to them.

WHAT SHOULD THE BUSINESS DO?

OPTION A
Refuse both employees' holiday requests.

OPTION B
Choose which one of them you are allowing to take the time off, the other will have to work.

OPTION C
Allow both to take the time off and try to cope without them, at the risk of the business.

THE CORRECT APPROACH

Option B or C

Try to accommodate both employees as best you can. If you are able to cope without them both at work and can find cover, then do so. If you need one of them there, make a fair decision and record it. This will assist in justification should there be any discrimination claim. Explain your reasons in writing to both employees.

#LETSTALKHR

T +44 (0)20 7183 5683
T +44 (0)1727 798000
salaw.com



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