

A HR MANAGER'S A-Z SURVIVAL GUIDE TO CHRISTMAS

While there might be more than 26 things that need sorting come the festive period – it's time to tackle the essentials.

Who'd be a HR Manager at Christmas?

A ALCOHOL

Let's start where it matters. Have you decided what kind of **alcohol** you want to supply for the office this year?



C CARDS

Aah, the Christmas card. Gather the troops and set the timer. Don't forget the flash!



E EMPLOYEE BONUSES

Handing out a little yearly extra? Whether it's cash or on their payslip, tax and NI deductions will need to be made. However, it won't if it qualifies as a Trivial Benefit¹.

G GIVING GIFTS

The only time of year when you buying gifts for the whole company is completely normal. But what to get...



I INVOICES AND PAYMENTS

We know, we know. But getting any last monthly invoices and payments processed before the New Year is one less headache.

K KWANZAA & OTHER CELEBRATIONS

It's not just Christmas time! Be aware of other festive celebrations around this time, secular and religious, that your employees may want to celebrate.



M MUSIC

One of the more important HR questions this Christmas, what jingles will you be serenading your workforce with?

O OFFICE OPENING TIMES

Just because you know the festive opening times off by heart, doesn't mean your employees and clients will...



Q QUARTERLY REVIEWS

If you haven't had them already, the end of the year makes for the perfect time for the final employee reviews of the year.

S SECRET SANTA

If you do decide to partake in Secret Santa, try and keep the secrets secret by setting some ground rules.



U UTILISATION

With a smaller workforce, it's time to do more with less.

W WEATHER RESTRICTIONS

Have you got work-from-home solutions in place in case snow strikes?



Y YEARLY CLEAN UP

Spring cleaning, in winter. That means desks, drawers, cupboards – if there's anything you don't need, bin it.

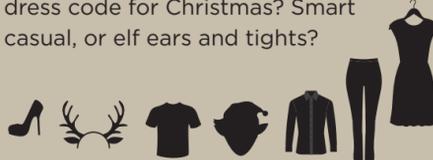
B BUSINESS CONTINUITY

If you manage to take care of all admin pre-December 25th, January 2nd will feel like just another day.



D DRESS CODE

Thinking about dialling down the dress code for Christmas? Smart casual, or elf ears and tights?



F FISCAL YEAR END

Time to buckle down and get all outstanding yearly finances complete before you pop the **champagne**.

H HAMPERS

Luxury Christmas Hampers are a popular approach for clients and colleagues, and can often tick all the right boxes when you just don't know what to get.



J JUMPERS

Are you taking part on 15th December? Get into the festive spirit with the 6th annual Christmas Jumper Day while raising money for Save The Children.



L LISTS

If by December 24th you see anything but strikethroughs, you'll have to try harder next year!

N NEW YEAR

If you've got any staff experiencing their first Christmas with you, best to make it clear when you re-open.

P PARTY

What HR managers live for – if this isn't in motion already, it really should be. But bear in mind that if the party costs more per head than current tax allowances², you may need to pay tax on any excess.



R RECEIVING GIFTS

Do you have a gift policy? If so, it's good to let suppliers know. Better yet, why not point them towards your favourite hamper preferences?

T TIME OFF

There are only so many days available and so many places to give away. It's time to play holiday politics.



V VERY EXCITABLE STAFF

Fun it is, but distracting it shouldn't be. Keep the workforce festive but keen to keep delivering.

X XMAS DECORATIONS

Tree, tinsel, lights – or is it all too much? Before you make your mind up, did you know that you can claim tax relief on the cost of office Christmas decorations?



Z ZZZZ

Done. Time to sleep and reap the rewards of preparation over Christmas.

Tick one letter of the alphabet off your list right away with **Luxury Christmas Hampers** from

REGENCY HAMPERS



SOURCES

¹ - <https://www.gov.uk/expenses-and-benefits-trivial-benefits>

² - <https://www.gov.uk/expenses-benefits-social-functions-parties>