

# HR TEAM LAUNCHES RECRUITMENT DRIVE AMID RAPID BUSINESS GROWTH



**Leading employment law advice and human resources company HR Team has launched a recruitment campaign following rapid business growth.**

Led by directors, Chartered FCIPD Breda Cullen and operational HR specialist Martina McAuley, HR Team is the fastest growing HR consultancy service for employers operating across Ireland and the UK. With headquarters in Derry-Londonderry, the company plans to add up to ten new team members over the next 12 months. The drive includes an exciting expansion in operations, as the business ventures into HR software services to meet market demands and continues to service an ever-expanding client base.

HR Team co-director, Breda Cullen, said: "HR Team has experienced rapid growth in the last number of years and now as we spring into our tenth year in business in 2022, the team is looking forward to further expansion. We are immediately hiring for a number of new

posts in the areas of HR Consultancy, HR administration and client account management.

"HR Team is now responding to its client's demands by widening its product scope. We have spent the last two years working extremely hard with our committed technology partner, Grofuse, developing two exciting new HR software products. We have invested heavily in the state-of-the-art systems which will enable employers to access HR documentation at the click of a button, and to manage all types of employee leave efficiently and compliantly."

The company's expertise in the differing employment law requirements of ROI, NI and Great Britain have made it a trusted partner for many clients with cross-border interests. The latest expansion

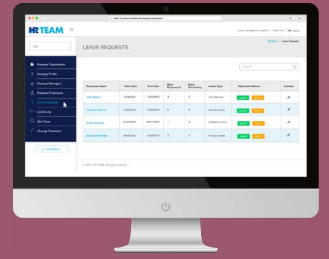
results from dedication to retained clients, effective marketing strategies, strengthened brand awareness and the development of two new HR software product offerings.

Ms Cullen continued: "As a company that began with just two employees, we are delighted to be in a position to create more jobs during an economic downturn while surpassing our business goals and milestones.

"Our unwavering commitment to our client's success has enabled us to grow rapidly, yet sustainably. In light of this continued growth, HR Team is looking for talented individuals to join our already fantastic team."

Potential job applicants can apply [here](https://hrteamservices.com/). Or to learn more about bespoke HR solutions and HR software, visit our website: <https://hrteamservices.com/>

# HOW TO MANAGE YOUR ANNUAL LEAVE BACKLOG



Due to travel restrictions and the encouragement of 'staycations', many employers have seen an uptick in the backlog of annual leave. Regardless of the employee's length of employment or status, everyone is entitled to paid time off, whether part-time, full-time, temporary, or casual workers.

## HOW CAN YOU MANAGE YOUR EMPLOYEE'S ANNUAL LEAVE?

The spread of coronavirus has had many impacts on businesses. One of these impacts being the accumulated amount of annual leave for employees.

An employee accrues annual leave for any hours worked. If an employee has been laid off, they do not accumulate it during this period.

Please note, employees accrue public holiday entitlements for the first 13 weeks on layoff. A part-time employee will only qualify for a public holiday benefit if they have worked 40 hours in the five weeks preceding the public holiday. The majority of employees will have annual leave entitlements remaining for 2021. This will not be easy for many businesses and employers may be unsure of how to approach this situation. To manage this successfully, HR Team recommends the following:

## ANNUAL LEAVE POLICY

Communicate the details of this policy to your employees. This policy sets out an employees' entitlement to paid leave, identifies the relevant leave year period and accurately details the approach to carrying over untaken leave. Statutory holidays need to be taken and should not be paid to the employee instead. Any annual leave over the statutory entitlement can be paid.

## COMMUNICATION

Inform your employees that everyone still has annual leave to take in a limited amount of time. Remind them, that it needs to be approved by management before they book any time off.

## ENCOURAGEMENT

Actively encourage staff to take annual leave. It may be advisable for you to meet with individual employees who have a substantial number of days remaining. A record of these conversations should be kept on their file.



## REMINDERS

Keep track of an employee's annual leave entitlement using a tracker. Where an employee still has annual leave remaining, you can issue them with reminders, primarily as the relevant leave year draws to a close. Employers are not required to force employees to take annual leave, but they must be able to show they have attempted to encourage their employees to take it. This means that employees must be:

- Fully informed of their entitlements.
- Actively encouraged to take their annual leave.
- Advised that the company will require them to take their holiday at a specific time.

For further advice on this topic, watch HR Team's complimentary webinar [here](#).



# CAN EMPLOYERS REDUCE THE SALARY OF STAFF WHO WANT TO WORK FROM HOME?

Following reports that an unnamed government minister has said civil servants who don't return to the office should have their wages cut and the decision of Google USA to potentially cut the pay of remote workers, employers will need to be cautious to avoid potential discrimination claims if they are considering similar actions. HR Team Director, Martina McAuley, said: "Changing the terms of a contract is a legal process and care is needed to ensure organisations make the same changes for everyone they employ. Otherwise they are at risk from discrimination claims, unless there are provisions specified in the contract of employment or trade union agreements. "Employers can reduce the pay of employees if a mutual agreement is reached. However, generally, employers



cannot cut an employee's salary because they are working from home." There are specific rules about equal work and equal pay in the UK if two employees are doing like for like work and have similar productivity and responsibilities. If it is a case where one employee works from home and is paid

less, then this could lead to potential legal claims.

The current UK law states that employees have a right to request flexible working, but a company doesn't have to grant it. Communication between employer and employee is vital.

## BREDA CULLEN'S EMPLOYMENT LAW TIPS



Insisting employees receive the Covid-19 vaccine could make your business susceptible to indirect discrimination claims. The protected characteristics you need to be mindful of are race, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sex, sexual orientation.

1

If an employee has had to take time off due to childcare issues as a result of school/ childcare closures, their leave entitlement is unpaid. This leave should not be counted as sick leave. Employees may use annual leave to supplement their income during these periods at the employer's discretion but this cannot be enforced by an employer.

2

Be extremely cautious about asking an employee to work before their isolation requirement is over. If you ask an employee to work anywhere during a period of self-isolation other than where they are currently isolating, you could be fined a fixed penalty notice of between £1000 and £10000.

3



## FORTHCOMING HR AND EMPLOYMENT LAW WEBINARS IN 2021

HR Team has a number of free employment law and HR webinars planned throughout 2021.

Whether you have a specific HR question related to Covid-19 or you want to keep up with the ever-evolving developments, we invite you to join our experts as they discuss the key areas that are affecting employers right now.

Registration is free, and the list of upcoming webinars is below.

### Wednesday, October 13

#### Health and Safety Obligations for Employers

Join the webinar [here](#).

### Thursday, October 28

#### Managing Social Media in the Workplace

Join the webinar [here](#).

### Wednesday, November 17

#### Health and Safety Obligations for Employers with Home Workers

Join the webinar [here](#).

### Thursday, November 25

#### Managing the Probationary Period

Join the webinar [here](#).

### Thursday, December 16

#### Setting Employee Targets for the Year Ahead

Join the webinar [here](#).

**Cost of Webinars:** Complimentary

#### Who should participate?

Line managers, supervisors/team leaders, middle/senior managers, HR personnel and business owners.

#### Do you have an employment law question?

We help business start-ups, SMEs and large multinational organisations. Call to speak to us today on any aspect of employment law or strategic human resource services.

**Tel: 028 71 271 882 or from ROI: 01 695 0749.**

Alternatively, contact us via email: [Hello@hrteamgroup.com](mailto:Hello@hrteamgroup.com)



If you require further information, please do not hesitate to contact HR Team.

**Northern Ireland**

Hr Team Limited  
Catalyst Inc,  
Bay Road,  
Derry ~ Londonderry  
BT48 7TG

**Republic of Ireland**

Level 1,  
The Chase,  
Sandyford,  
Dublin,  
D18 Y3X2

---

[www.hrteamservices.com](http://www.hrteamservices.com)

---

Tel NI/GB: +44 (0) 28 71 271 882

ROI: 01 695 0749

[hello@hrteamgroup.com](mailto:hello@hrteamgroup.com)