

# September 2025 Newsletter

## NEW BLOG POST!

We cover workplace mediation – what it is, the benefits it brings, and when to use it to resolve conflict fairly and positively.

## Your FAQ's

Answers to your most common questions - this month around unused annual leave and social media policies!

## Smarter Hiring.

Discover our 5-minute Recruitment MOT, get practical HR advice, and explore how to strengthen your team this autumn.

## HR Help:

### What you need to know



#### **Can employees carry over unused annual leave?**

In most cases, employees should use their statutory leave entitlement within the holiday year. However, there are exceptions, for example, when someone is unable to take leave due to sickness or family-related leave (such as maternity).

Beyond the legal minimum, it's up to employers whether they allow carry-over, but it should be set out clearly in contracts or policies. A consistent approach avoids confusion and helps with forward planning.

#### **Do we need a policy on social media use at work?**

Yes, it's a good idea. While there's no law that says you must, a clear policy helps set expectations around professional use, personal use during working hours, and how employees represent the business online. It's about protecting both the company's reputation and employees themselves. A simple, fair policy can prevent misunderstandings and give you a clear process if issues ever arise.

[Need help with your policies? Get in touch!](#)



## BLOG

**Conflict at work is natural – we're all different, with our own perspectives, pressures, and ways of communicating.**

But when disagreements aren't managed well, they can quickly escalate, affecting morale, productivity, and even retention.

*That's where workplace mediation comes in.* It offers a structured, confidential way to address issues before they spiral, helping employees move forward positively and restoring working relationships.

#### In this blog, we look at:

- What mediation is (and what it isn't)
- The benefits for both employers and employees
- When it makes sense to bring in a mediator

It's a practical guide for any business that wants to resolve conflict fairly and constructively.

[Click here to read the full blog.](#)

## September Check-In: Is Your Recruitment Process Fit for Purpose?

Recruitment can easily become one of the most time-consuming parts of running a business. From writing job adverts to screening CVs, managing applications, and keeping the process moving, it can quickly take up valuable time and energy. That is where we can help.

At NCSHR, we provide **flexible and affordable recruitment support** designed with small businesses in mind. Unlike traditional recruitment agencies, we work on a fixed fee or hourly rate basis. This means you only ever pay for the support you actually need, with complete transparency and no hidden commission or placement fees.

What makes our approach different is the **time we take to get to know your business and your culture**. This ensures that we do not just find someone with the right skills, but someone who is also the right fit for your team and your company values.

We are also proud to partner with Hireful, giving our clients access to valuable resources including **GDPR compliant recruitment software, discounted advertising** across major job boards, and the latest recruitment trends and insights.

If you are not sure where to begin, our Recruitment MOT is a simple way to get started. In just five minutes, you will receive a recruitment health score, personalised recommendations, and the option to book a free consultation with one of our recruitment experts.

*It is a quick, honest look at how your process is performing and where you can make improvements.*

Whether you need complete end to end support or just a few hours to help you get things moving, we will adapt our service to fit around you. You remain in control of the process and the budget, while we make sure everything runs smoothly and professionally.

**Get in touch to try the Recruitment MOT today. We would love to help you find your perfect fit.**



## A note from Nicola...

As we head into September, I'm here to keep you informed and confident with practical HR support tailored to your business.

This month, we've answered questions around carrying over unused annual leave to whether you really need a social media policy.

We've also shared a blog on workplace mediation, exploring how it can help resolve conflict fairly and positively before issues escalate.

It's been great to support clients recently with everything from policy reviews and recruitment to tricky employee relations matters. I'm also continuing to deliver training sessions, helping managers feel equipped to lead with confidence.

With autumn just around the corner, now is a great time to review your HR processes and plan ahead for upcoming changes. If you'd like to chat through what this means for your business, I'd love to hear from you.

