



# April 2025 Newsletter



## Our Easter offer!

Our exclusive Easter offer -  
2 months free trial on our  
HR Software -  
BreatheHR!

## Your FAQ's

Answers to your most  
common questions - this  
month around holiday  
requests and how to  
manage them to suit your  
business!

## DID YOU KNOW?

We offer training - on all  
things HR - whether it be  
absence management or  
new legislation - read on for  
more information.

## HR Help:

### What you need to know

## FAQ

### Do I have to approve holiday requests from my employees?

As an employer, you have the right to approve or deny holiday requests.

While employees are entitled to holiday, you can refuse requests for valid reasons, such as staffing shortages or business needs.

It's essential to communicate reasons for refusal clearly and follow your company's holiday policy.

#### Key points:

1. Notice Period: Employees must give adequate notice (usually twice the length of the holiday).
2. Fairness: Apply the process consistently to avoid discrimination.
3. Policy: Ensure your holiday policy is clear and communicated.
4. Legal Entitlement: Employees are entitled to statutory holiday, but additional days or specific dates may be at your discretion.

For help with holiday policies or approval processes, get in touch with us, we're here to support your HR needs!

## WE CAN SUPPORT WITH TRAINING

We offer comprehensive training on all things HR, tailored to meet the needs of your business. Whether it's managing employee absence effectively, conducting appraisals, or navigating the complexities of new legislation, such as sexual harassment, our training sessions are designed to equip you and your team with the knowledge and tools needed to stay compliant and drive success.

We also provide management training to empower your managers to effectively handle basic HR processes, such as absence management and performance appraisals. Our expert-led sessions give managers the confidence and skills to deal with their teams in a consistent, fair, and professional manner, ultimately saving you time and money.

Let us support your growth with the right training at the right time.

[Get in touch today for more information](#)

## How can we support you?

At NCS HR Solutions, we offer flexible support tailored to your needs, whether on a retained, ongoing, or project basis.

As an independent HR consultant, we can support your business in a variety of ways, ensuring your HR processes are streamlined and compliant.

## Managing holiday requests

As we enter the time of year when holiday requests begin to flood in, many business owners may feel the pressure of balancing time off with the need to keep operations running smoothly.

### How to manage Employee Holiday Requests effectively:

- **Establish Clear Holiday Policies** - Set clear guidelines around notice periods, peak holiday times, and entitlements. This helps avoid confusion and ensures everyone is aligned on expectations.
- **Encourage Early Booking** - Encourage your team to book holidays in advance. This allows for better planning, ensures adequate coverage, and helps you avoid last-minute conflicts.
- **Ensure a Fair Approval Process** - Create a transparent system for approving time off. Consider factors such as who requested time off first and your team's overall needs.
- **Automate the Process** - By using BreatheHR, you can automate holiday requests, approvals, and leave tracking. This not only saves time but also reduces the risk of errors.

### How BreatheHR Can Help:

- **Easy requests and approvals** - Employees can submit holiday requests, and you can approve or decline them with a click, all within one system.
- **Real-time tracking** - Track holiday balances automatically, eliminating the need for manual calculations.
- **Custom reports** - Generate reports quickly for better planning or payroll processing.
- **Mobile access** - Employees can submit requests on the go, and you can approve them from your phone.
- **Centralised policy access** - Upload and share your holiday policies, ensuring everyone has easy access to the same information.



We're offering **2 months free to trial BreatheHR** if you sign up before the end of April. Take advantage of this limited-time offer to see how BreatheHR can streamline your holiday management and improve your HR processes.

If you're looking to simplify your holiday management and enhance your HR operations, BreatheHR can help. Get in touch if you'd like to learn more or sign up for your free trial!



## *A note from Nicola...*

I'm here to help you stay informed and support your business with the latest HR updates and advice throughout 2025.

As we move into April, I've been reflecting on the importance of managing annual leave effectively. With the busy spring period ahead, it's crucial to have clear holiday policies to ensure fairness and maintain business continuity.

It's been great to work with so many of you recently, helping with holiday management and providing valuable training. Last month, we supported businesses with training initiatives, from sexual harassment awareness to leadership development, ensuring your teams are prepared for success.

Let me know how I can help with your HR needs, whether it's refining your holiday policies or enhancing your team's skills through training.

A handwritten signature in black ink that reads 'Nicola'.

