



## Deloitte Legal Newsflash

### Employment Law, Pensions & Benefits

## Back to normal- How to manage holiday requests? Make sure to plan ahead!

Many employees saved their holidays because of the COVID-19 restrictions, especially because of travel restrictions and restaurant and bar closures.

Now that the vaccination campaign advances and COVID-19 restrictions are progressively lifted, many employees want to take more annual leave this summer.

However, if not properly managed, this could seriously disrupt the continuity of your business during the upcoming holiday period. Furthermore, as an employer, you need to manage the risk of your employees travelling to red/orange areas, which may lead to mandatory quarantines upon return.

It is therefore crucial to prevent such issues by planning your employees' holidays beforehand and communicating clear travel guidelines.

#### **What can you not do?**

In the absence of any specific decision by a joint committee or a works council, holidays must be planned by mutual agreement between the worker and the employer.

Consequently, you cannot oblige workers to take their holidays at the time which best fits your planning. Neither can you impose travel restrictions to your employees, in principle.

#### **What can you do?**

Since the planning of holidays is based on a mutual agreement, you may refuse vacation dates proposed by your employees.

You may also prevent your business from being disrupted by, amongst others, starting to plan ahead to ensure minimum service is guaranteed, setting up a clear and transparent management system and informing workers clearly

about the possible consequences of travelling to red/orange areas pointing out that a quarantine can result in the suspension of their employment contract.

### Action points

- You should anticipate and prepare for a leave requests increase as the vaccination campaign progresses.
- Keep an eye on your employees' remaining holiday days.
- Consult your employees to agree on a holiday plan that takes into account both interests.

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### Contacts

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