

How to Navigate Summer Vacation in a Recession

With all the stress and change that have characterized the past year, it's no wonder most people are planning a vacation from work this summer. In fact, our recent monthly poll showed that despite some reports that workers are worried about a vacation ending in a layoff, 77% of our readers plan to take time off from work this summer, whether to travel or just to get away from the office. In fact, only 5% of our readers said they don't plan to take time off because they are concerned about job security.

Depending on the nature of your business, scheduling multiple people away from work within a few months' time can be a headache, to say the least. But, even if your staff is leaner than normal, it's worth the effort to equip your team for some much-needed time away from the pressures of work.

So, how can you best manage the summer vacation season in the midst of a recession? Try using this helpful guide.

1) Don't cut vacation days. If you have cut staff in recent months, you may think that simply cutting available vacation time is the best way to keep your business running smoothly during the summer months, but experts disagree. Even if you are still fully staffed, now is a critical time to make sure your entire staff can enjoy the benefits of a break. Otherwise, motivation, focus, and even loyalty, can take a hit. With employee morale already a top workplace concern, it's best to focus on what you can do to make the vacation process as smooth as possible – for yourself and your employees.

2) Review and revise your policies. If you don't have a time-off policy in place, now is a great time to create one. Written policies should cover the amount of vacation time different types of positions are qualified for, along with guidelines of how to schedule time off. This may be an area to revise especially if your staff size has shrunk. Consider adding additional notice for time-off requests, along with the guidelines you will use to approve or deny staff requests. In addition, it may be important to clarify all time off policies, whether you have a universal Paid Time Off (PTO) program, which counts all days as personal days, or if you have separate vacation and sick days. Whatever your preferred standard, proactively communicate any policies and updates with your employees, so they will know how to start planning.

3) Communicate openly. If you are struggling to find a way to manage your team's work schedule around summer time-off requests, you might try having a conversa-

The 2009 Board

If you have questions, comments, suggestions, needs, or desire to volunteer, contact a board member.

We currently have an open board position. We are looking for a volunteer to fill our Marketing and Sponsorship Director Position. If any members are interested, please contact the President.

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Upcoming Luncheons/Events

- Topic: "Mid-year Legal Update: EFCA, Obama Health Plan, and other State Bills"
- Speaker: Jeanine DeBacker from Wendel, Rosen, Black & Dean
- Info: 7/15/09, 11:45am - 1:30pm Sportsman of Stanislaus
- Rates: Student \$12 Member \$18, Non-member \$25



WEBSITE JOB POSTINGS

The website is now posting jobs for free for all CVHRMA members. For non-members, the price is \$30 for a 30 – day posting. The website has a feature that allows a CVHRMA member and/or company representative to email their jobs for posting.



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tion with them. Making scheduling conflicts an open, team conversation may make the process even smoother than you think. Staff members who simply want to schedule some time away from the office may be willing to schedule around those who have paid for and planned a vacation far in advance.

4) Don't play office politics. In some workplaces, the scheduling process can become complicated quickly. So, make sure you rely on your policies instead of your relationships to help you manage sticky time-off request situations.

5) Get extra help. Finding room in the budget to hire extra help while team members are away may be difficult, but in a pinch, it may be just the relief you need. Consider bringing in temporary workers only during peak times to maximize the value of extra help while still being budget-mindful.

6) Pitch in yourself. Right now, the very thing your team may need is to realize you are willing, ready, and able to make sacrifices that improve their lives, even if it's just for a week. So, if push comes to shove and there's slack that needs to be taken up so your team members can schedule a break, offer to pitch in to cover the essential tasks. It may be a small price to pay, but it could go a long way with all of your employees to see true servant leadership in action.

Economists predict that the recession is nearing its end. So, what better time than this summer to encourage your team to take a break from work and get some much needed rest and relaxation – so they'll be ready to tackle the economic upswing that lies ahead.

Article brought to you by [Express Personnel](#)
Contact Shannon Gilbert-Weaver @ 209-522-1574 for more information

Unique job interviews

Vice Presidents and personnel directors of the one hundred largest corporations were asked to describe their most unusual experience interviewing prospective employees.

- Women should not be allowed to drink in cocktail bars.
- I think that Lincoln was greater than Washington.
- I get excited very easily.
- I am fascinated by fire.
- I like tall women.
- People are always watching me.
- If I get too much change in a store, I always give it back.
- I must admit that I am a pretty fair talker.
- I never get hungry.
- I know who is responsible for most of my troubles
- If the pay was right, I'd travel with the carnival.
- I would have been more successful if nobody would have snitched on me.
- I think I'm going to throw-up

Looking for a Job?

CVHRMA lists HR related jobs every month on our website. Click on the link below to check them out!

www.cvhrma.org/latestjob.html

Post your Resume

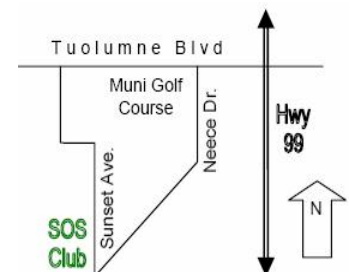
CVHRMA lists Human Resource Professionals that are looking for a career in Human Resources. Resumes are updated every month on our website. Click on the link below to check them out!

<http://www.cvhrma.org/postresume.html>

PHR/SPHR Study Sessions

CVHRMA is currently holding PHR/SPHR study Sessions. Please contact any of the Board Members with questions

[Directions to the SOS Club](#)
[819 Sunset Ave](#)
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State Council of SHRM