

# Acas urges employers to aim for gold medal team line ups for the Olympic Games

22 July 2024

Workplace expert, Acas, has issued top tips today to help employers prepare for potential issues that could arise during the 2024 Olympics Games in Paris that start on Friday.

Paris 2024 will take place between Friday 26 July and Sunday 11 August 2024. Acas advises employers and small businesses to have agreements in place that cover requests for time off, sickness absence, website use during working hours or watching TV during this period.

Acas Chief Executive, Susan Clews, said:

"Paris 2024 will be an exciting event for many sports fans but staff should avoid getting disqualified for unreasonable demands or behaviour in the workplace during this period.

"For many businesses, maintaining a certain staffing level is critical in order to survive and sprint to that finish line. Employers should have a set of simple workplace agreements in place before the starting gun goes off for the Olympic Games. These agreements can help ensure businesses remain productive while keeping staff happy too, which are key ingredients for a gold medal winning team line up.

"Our top tips can help managers get the best from their team athletes by planning for potential hurdles, arranging team relay handovers if necessary and avoiding unnecessary false starts."

Acas offers some top tips for employers to consider for the 2024 Olympic Games.

## Time off

Employers may wish to look at being a little more flexible when allowing employees time off during this period and employees should remember that it may not always be possible to book a holiday. The key is for both parties to try and come to an agreement. All requests for leave should be considered fairly. A consistent approach should be applied for holiday requests for other major sporting events too.

## Sickness absence

Employers may want to remind staff that their sickness and attendance policies will still apply during the Olympics. Any unauthorised absence, patterns of absence or late attendance are likely to be investigated and could result in formal proceedings.

## Flexibility

One possible option is to have a more flexible working day. Employees could come in a little later or finish sooner and then agree when this time can be made up.

Allowing staff to listen to the radio or watch the TV may be another possible option. Employers could also allow staff to take a break during popular events. Another option is to look at allowing staff to swap shifts with their manager's permission.

It is important for employers to be fair and consistent with all staff if they allow additional benefits during the Olympics. Any change in hours or flexibility in working hours should be approved before the event.

## **Use of social media and websites**

There may be an increase in the use of social media or websites covering Paris 2024. Employers may wish to remind staff of any policies on the use of social media and websites during working hours. The policies should be clear on what is and is not acceptable web use.

## **Media enquiries**

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