

## Supporting colleagues during Ramadan

### Consider the physical side effects of fasting:

During Ramadan, Muslim colleagues are likely to be fasting during daylight hours. As a result, towards the end of the day, their concentration and productivity are likely to be lower than normal.

For those working during Ramadan, the physical effects can be challenging, and additional steps can be taken to ensure that colleagues are supported during this period:

- If food or beverages would normally be served at meetings or events, consider the impact on Muslim colleagues. If a meeting would normally be at lunchtime, consider if it can be rescheduled.
- Schedule meetings/training sessions/events earlier in the day.
- Be mindful of the impact that fasting might have on your colleague as the day progresses.
- Depending on the role requirements, it might be possible to amend workplace duties to help reduce physical strain and fatigue.

### Adjustments to working routines:

Colleagues practicing daytime fasting may require some adjustments to be made to their working routine or may find it easier to work from home during this time. A lot of organisations may already have in place flexible and remote working options.

Other considerations might involve accommodating:

- different start and finish times to the working day
- a staggered/flexible working day to accommodate prayer time
- a different daily routine during this time
- a break at sunset to enable staff to break their fast (if applicable).

### Thinking about annual leave:

Employees may wish to take some time off during this month and to celebrate Eid al-Fitr. This request may come at short notice, at the same time as other employees or during a busy time within the department.

It may not be possible to accommodate everyone due to the needs of the organisation, but employers should act reasonably and have a fair system in place for granting leave requests. Refer to CIPD guidance on annual leave for more advice.



## Open and honest communication:

Individual needs and requirements will differ and, as with most matters, having an open and honest line of communication with employees is key.

It is very important to have a culture where employees feel safe to approach their managers/senior management to discuss their own circumstances, the potential impact on their performance, and what additional considerations (if any) they might require.

Source: [https://www.cipd.org/uk/knowledge/guides/supporting-colleagues-during-ramadan/?utm\\_source=mc&utm\\_medium=email&utm\\_content=20250226\\_CIPD+Update+UK\\_NWL\\_KNW\\_UK\\_MIX\\_MAN\\_NA.NOTW+%7c+Feature+3+%7c+Guide+Supporting+During+Ramadan&utm\\_campaign=cipd\\_update&utm\\_term=8969848](https://www.cipd.org/uk/knowledge/guides/supporting-colleagues-during-ramadan/?utm_source=mc&utm_medium=email&utm_content=20250226_CIPD+Update+UK_NWL_KNW_UK_MIX_MAN_NA.NOTW+%7c+Feature+3+%7c+Guide+Supporting+During+Ramadan&utm_campaign=cipd_update&utm_term=8969848)