

2012 ERC Holiday Practices Survey

November 2012

Conducted by ERC
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ERC
Where Great Workplaces Start.

About ERC

ERC is Northeast Ohio's largest organization dedicated to HR and workplace programs, practices, training and consulting. ERC membership provides employers access to an incredible amount of information, expertise, and cost savings that supports the attraction, retention, and development of great employees. We also host the nationally recognized NorthCoast 99 program and sponsor the ERC Health insurance program. For more information about ERC, please visit www.yourERC.com.



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Introduction & Methodology

This report summarizes the results of ERC's survey of organizations in Northeast Ohio, conducted in October and November of 2012, on practices related to holiday parties, gift-giving and other holiday practices. The survey reports trends in:

- Holiday parties
- Timing and logistics of holiday parties
- Holiday gifts and service
- General holiday celebrations

All ERC members were invited to participate in the survey starting on October 9th via email invitation and other promotions, and participated in the survey throughout the month. The survey officially closed on November 9th. In order to provide the most reliable and accurate information, data was cleaned and duplicate records were removed. Any outliers or invalid data were also eliminated, yielding a final data set of 186 participating organizations, only from Northeast Ohio. Qualitative data was coded where applicable or analyzed according to commonality or major themes, and all quantitative data was analyzed using statistical software to ensure data validity and reliability.

This report shows several frequencies and response distributions. Frequencies of data responses may not total 100% exactly in some cases due to rounding of decimals or the ability for participating organizations to select multiple response options. In some cases, breakouts are not included due to quantity of data or insufficient sample.

Holiday Parties

Seventy-three percent of organizations are planning a holiday party for 2012, with the majority of employers (66%) budgeting the same amount or more as last year for their party. Employers' practices appear to be markedly similar to those of last year. Among those employers budgeting more than last year, organizations are planning to budget 32% more for their holiday party, on average. Among those employers budgeting less than last year, organizations are planning to budget 27% less for their holiday party, on average.

Figure 1 | Percentage of organizations planning a holiday party for this year

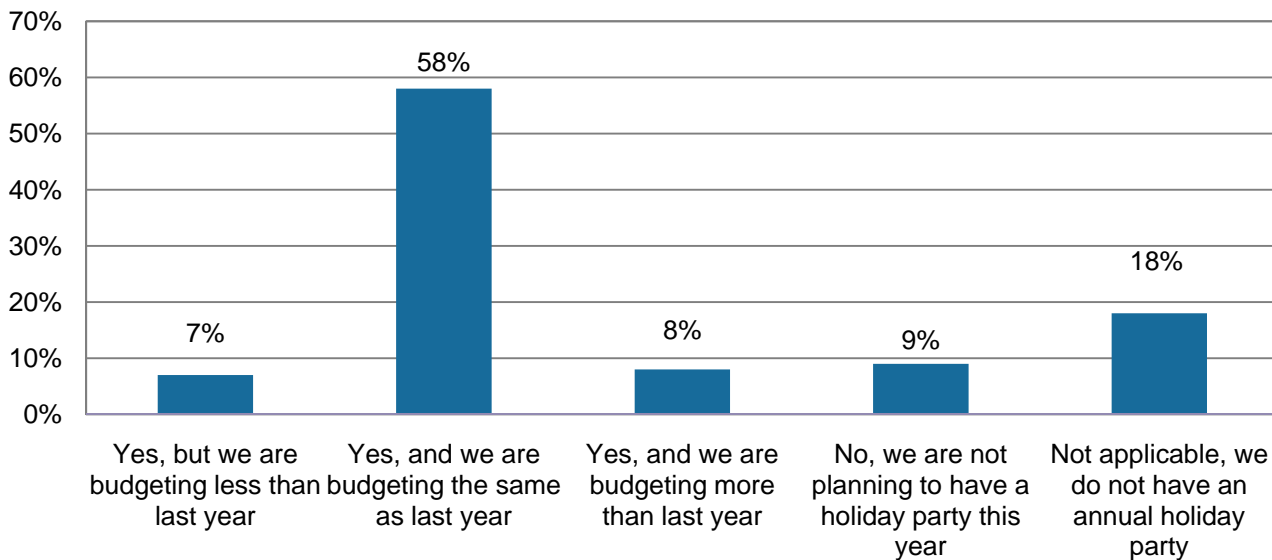
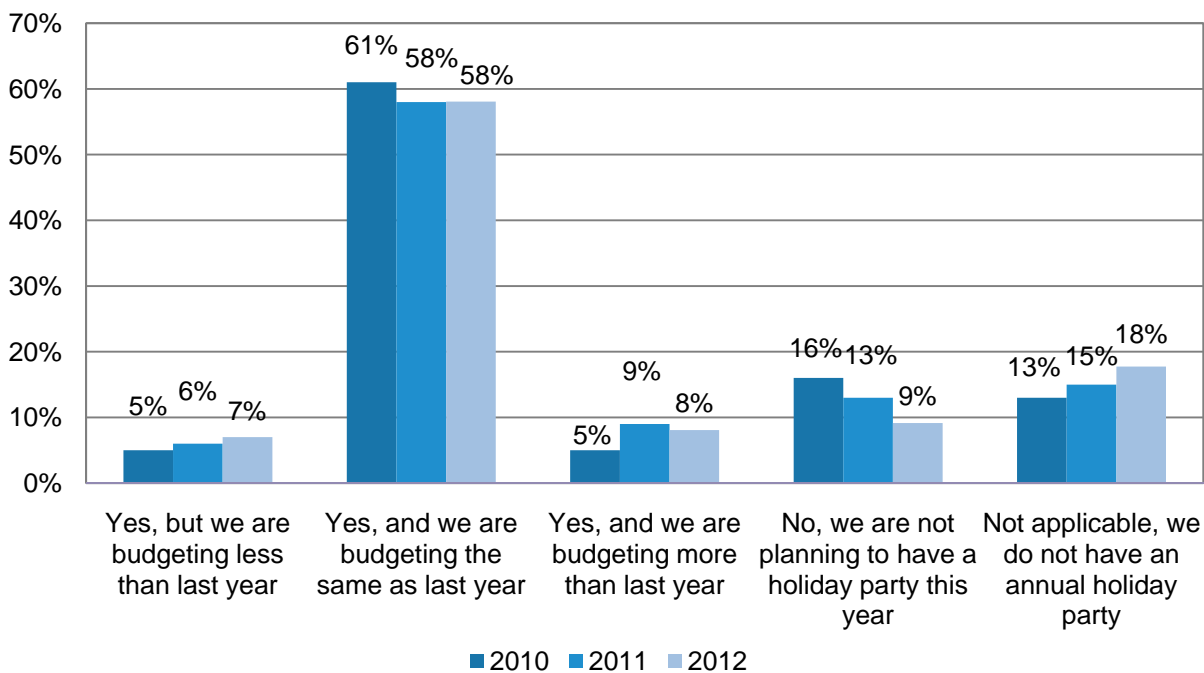


Figure 2 | Percentage of organizations planning a holiday party for this year: Comparison to 2010 & 2011



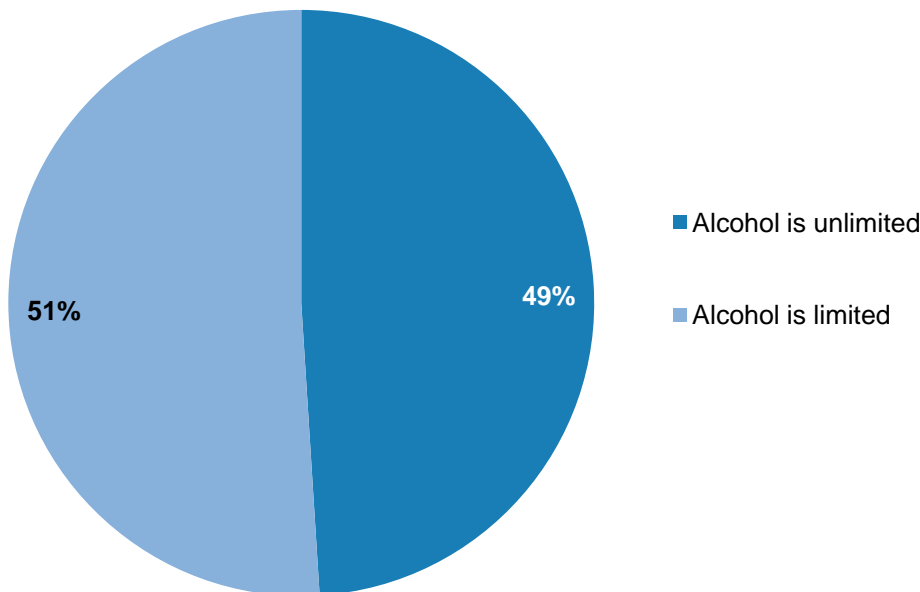
Most employers say that their holiday party is catered (74%) and that only employees are invited (61%). Organizations are evenly split on party locations, with 46% of employers indicating that their holiday parties will be held on the company premises and 48% saying that their holiday parties will be held at an external location. Just under half (46%) of respondents indicate they do serve alcohol at their holiday party. For a full listing of locations and caterers cited by respondents, please refer to Appendix C.

Figure 3 | Percentage of organizations that have holiday parties that use the following holiday party practices

	This Year	Last Year
Only employees are invited to the holiday party.	61%	55%
Employees & spouses/significant others are invited to the holiday party.	30%	31%
Employees, spouses/significant others & children are invited to the holiday party.	7%	7%
The holiday party is held on the company premises.	46%	42%
The holiday party is held at an external location (restaurant, hotel, etc.).	48%	46%
The holiday party is held at a coworkers' residence.	2%	1%
The holiday party is catered.	74%	67%
The holiday party includes entertainment.	23%	22%
Alcohol is served at the holiday party.	46%	43%
Transportation is provided to and from the holiday party.	4%	5%

**Includes only those organization reporting having holiday parties*

Figure 4 | Percentage of organizations that limit or do not limit alcohol consumption at their holiday parties among those that provide it



Timing & Logistics of Holiday Parties

Respondents were asked to cite the specific day and time on which their holiday party is being held in the survey. The most common week that employers cite having a holiday party for 2012 is the second week of December. The second most common week cited is the third week of December. Half of employers (50%) are holding their holiday parties on a Friday, 16% are holding them on a Saturday and 15% on a Friday. Very few employers are having their holiday parties any earlier in the week than Thursday- a total of 18% for Sunday- Wednesday combined. In addition, the majority of employers (51%) are having their 2012 holiday party during lunch. Evening parties are the second most common, provided by 38% of respondents. No holiday parties are scheduled during the morning, although several respondents indicated they will be holding holiday parties for 2nd and 3rd shift workers during their designated "lunch" times. Also of interest is the fact that luncheons are much more commonly held when a holiday party is on a weekday or Friday. Evening parties were more common when the event is being held on a Saturday.

Figure 5 | Week in which the holiday party is scheduled

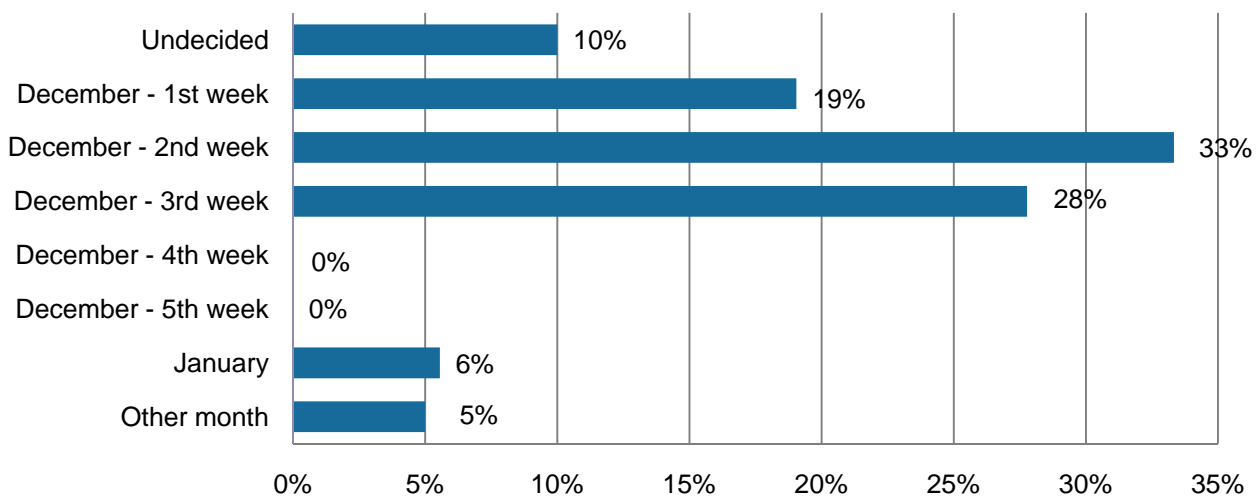


Figure 5.1 | Day of the week in which the holiday party is scheduled

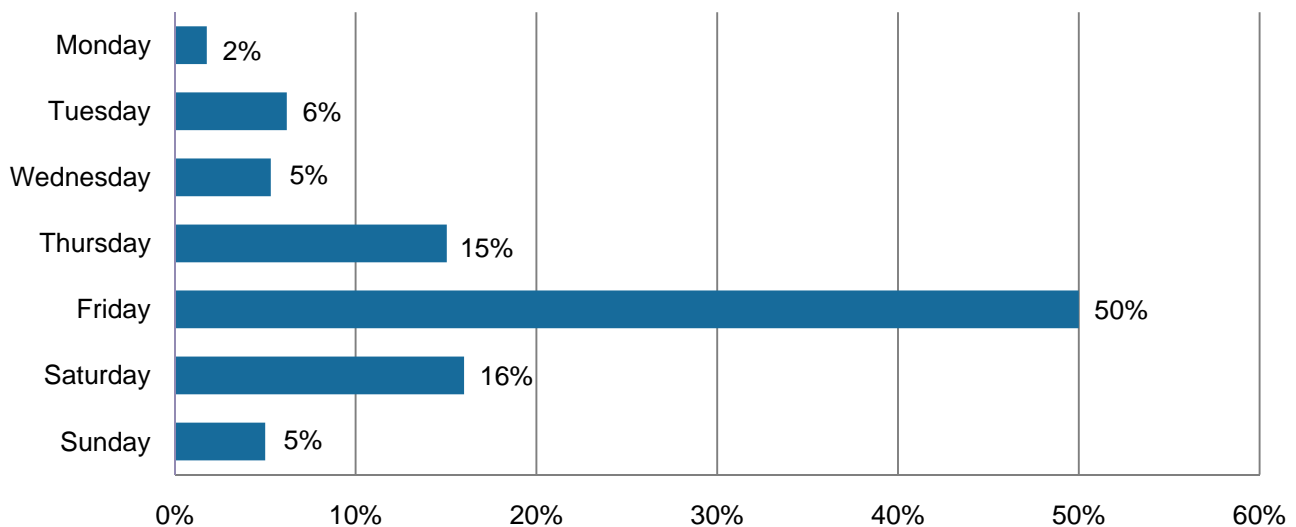


Figure 5.2 | Exact day in which the holiday party is scheduled in December

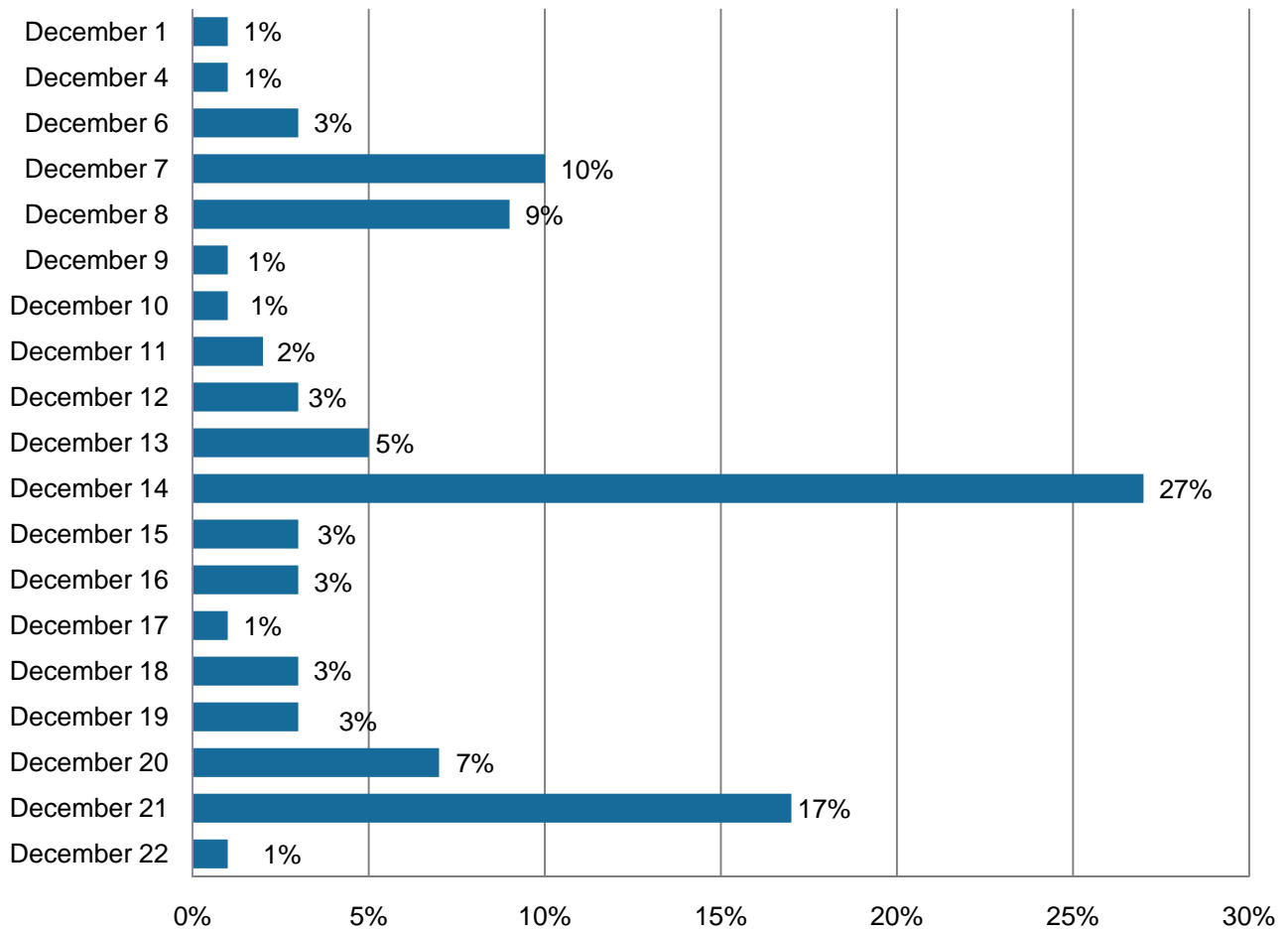


Figure 5.3 | Exact day in which the holiday party is scheduled in January

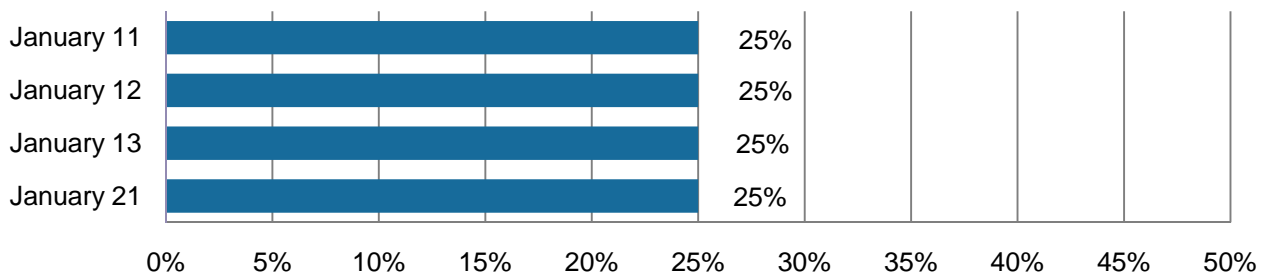


Figure 5.4 | Holiday party times

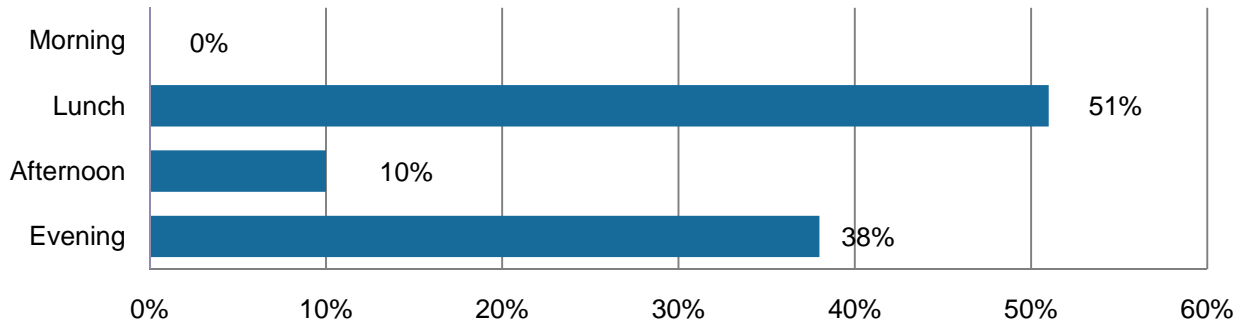


Figure 5.5 | Holiday party times by days of the week

	Morning	Lunch	Afternoon	Evening
Monday	0%	50%	0%	50%
Tuesday	0%	57%	14%	29%
Wednesday	0%	60%	0%	40%
Thursday	0%	63%	0%	38%
Friday	0%	58%	16%	25%
Saturday	0%	17%	0%	83%
Sunday	0%	40%	40%	20%

Figure 5.6 | Exact times of holiday parties

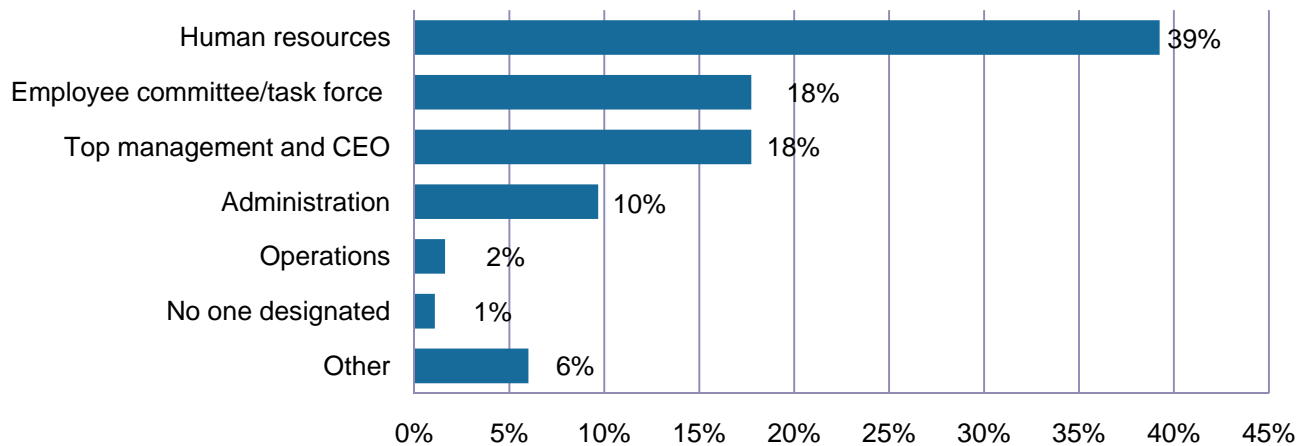
	Percent
Times for employers hosting parties at lunch	
11:00 AM	2%
11:30 AM	3%
11:45 AM	2%
12:00 PM	78%
12:30 PM	7%
1:00 PM	9%
Times for employers hosting parties in the afternoon	
2:00 PM	50%
3:00 PM	50%
Times for employers hosting parties in the evening	
4:00 PM	4%
4:30 PM	2%
5:00 PM	11%
5:30 PM	4%
6:00 PM	52%
6:30 PM	20%
7:00 PM	4%
8:00 PM	2%

**Percentages reflect only those organizations having parties within these times.*

Note: No organizations report scheduling holiday parties in the morning.

Most commonly, employers report that Human Resources is responsible for planning holiday parties (39%). Some employers (18%) report that employee committees/task forces are involved in the planning. Similarly, in 18% of cases, top management and the CEO are involved in planning. Other individuals cited as responsible for planning holiday parties include office managers, event coordinators and marketing personnel.

Figure 6 | Individuals or functions responsible for planning holiday parties



Holiday Gifts & Service

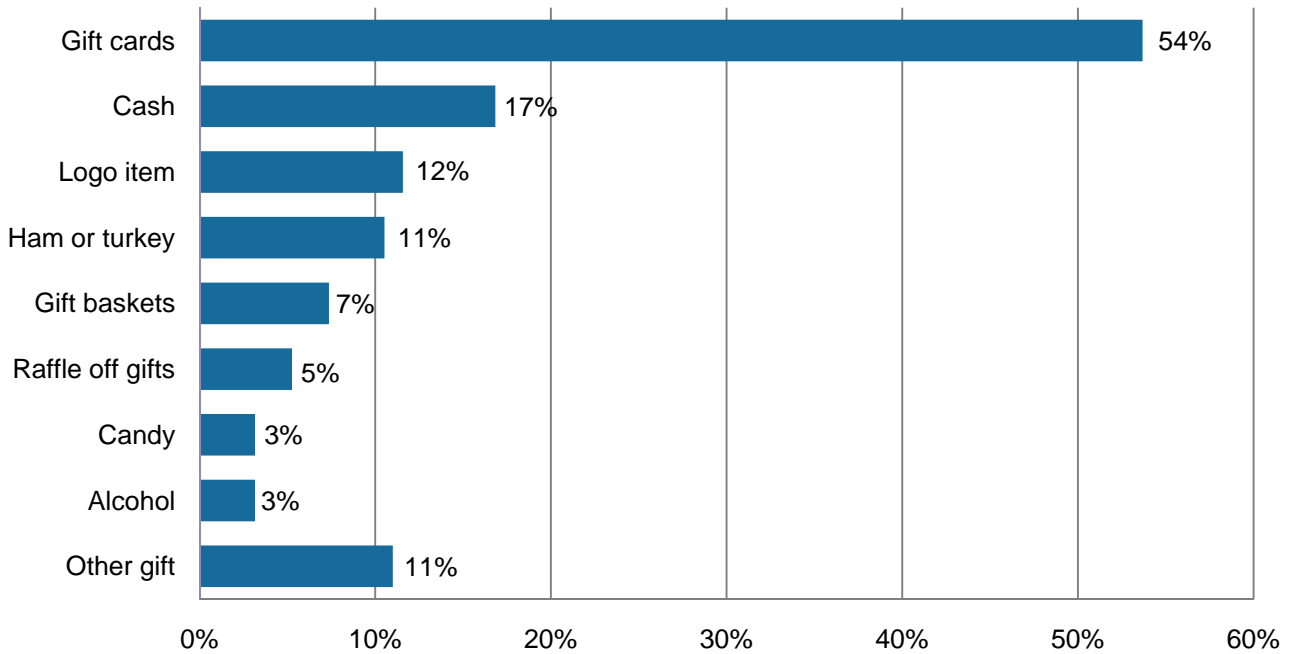
Over half (53%) of organizations surveyed intend to provide employees with holiday gifts this year, and most (45%) are budgeting the same as last year for holiday gifts. Forty-seven percent of employers say they do not provide holiday gifts to employees. In terms of the types of holiday gifts provided to employees, employers report that gift cards are most common. Other employers provide cash, a ham or turkey (or sometimes both), a logo item, or raffle off gifts. For a full listing of holiday gifts cited by respondents, please refer to Appendix E.

Figure 7 | Percentage of organizations providing employees with holiday gifts



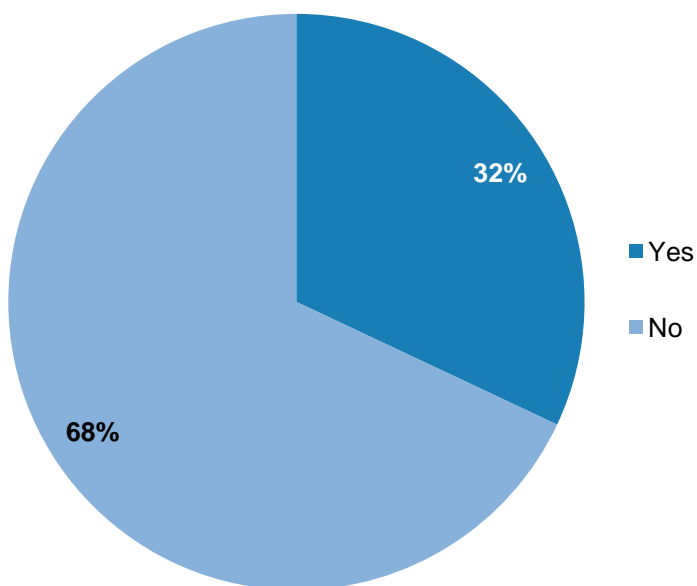
Figure 8 | Types of holiday gifts given to employees

**Includes only those organization reporting providing employees with holiday gifts*



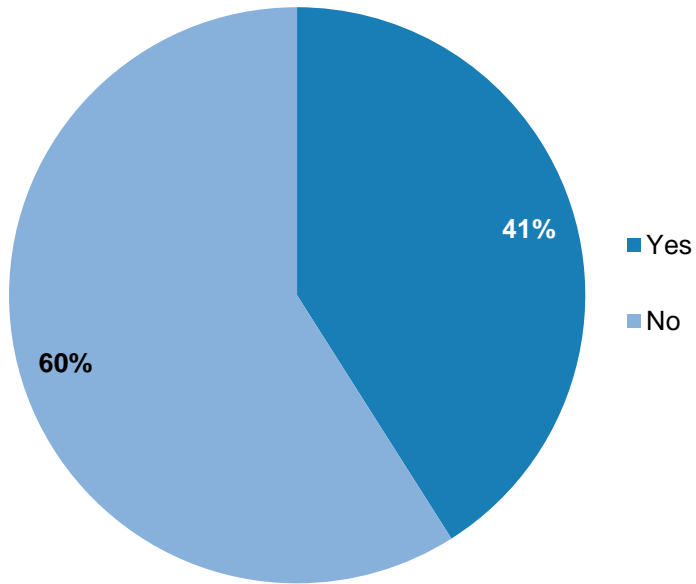
Thirty-two percent of organizations report providing a holiday bonus to employees. The average amount of the holiday bonus reported by respondents is up from 2011 to \$572. The most common criteria for receiving a holiday bonus are employee performance and company profitability, although several employers reported that all employees receive this bonus. A full listing of the criteria cited by respondents can be found in Appendix F.

Figure 9 | Percentage of organizations that provide a holiday bonus



Forty-one percent of employers coordinate holiday community service efforts. A full listing of the community efforts coordinated at responding organizations is provided in Appendix G. Among the most common efforts are monetary donations, participation in Adopt-a-Family and other similarly structured programs, and food drives.

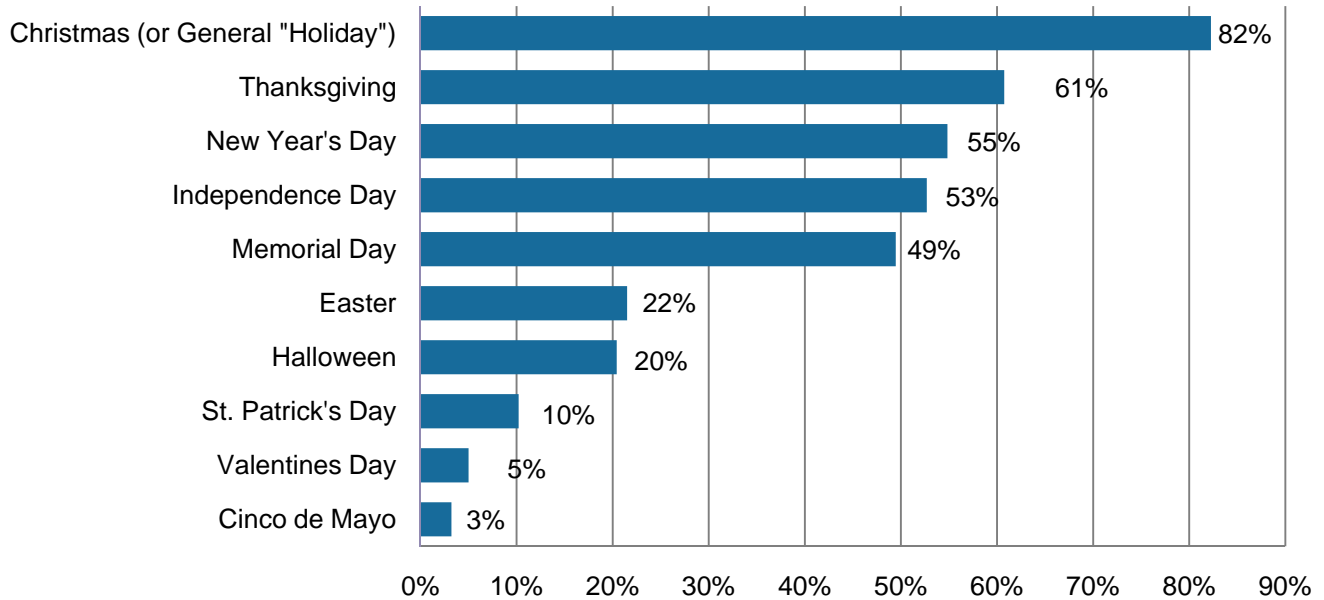
Figure 10 | Percentage of organizations that coordinate holiday community service efforts



General Holiday Celebrations

Employers report celebrating many other holidays at their workplaces besides Christmas. Many celebrate Thanksgiving (61%), New Year's Day (55%), Independence Day (53%), and Memorial Day (49%).

Figure 11 | Percentage of organizations that celebrate the following holidays



Respondent Demographics

Below is a breakdown of the industries and sizes that respondents represent.

Figure 12 | All Breakouts

	Percent
Industry	
Manufacturing	55%
Non-Manufacturing	36%
Non-Profit	10%
Organizational Size	
1-50	25%
51-200	55%
201-500	15%
Over 500	6%

Appendix A: Industry & Organizational Size Breakouts

Figure 1a | Is your organization planning to have a holiday party this year?

Yes, but we are budgeting less than last year

	Percent
All Organizations	7%
Industry	
Manufacturing	6%
Non-Manufacturing	8%
Non-Profit	11%
Organizational Size	
1-50	4%
51-200	6%
201-500	19%
Over 500	0%

Yes, and we are budgeting the same as last year

	Percent
All Organizations	58%
Industry	
Manufacturing	55%
Non-Manufacturing	64%
Non-Profit	50%
Organizational Size	
1-50	65%
51-200	59%
201-500	44%
Over 500	45%

Yes, and we are budgeting more than last year

	Percent
All Organizations	8%
Industry	
Manufacturing	5%
Non-Manufacturing	14%
Non-Profit	6%
Organizational Size	
1-50	15%
51-200	6%
201-500	4%
Over 500	9%

No, we are not planning to have a holiday party this year

	Percent
All Organizations	9%
Industry	
Manufacturing	11%
Non-Manufacturing	9%
Non-Profit	0%
Organizational Size	
1-50	4%
51-200	11%
201-500	15%
Over 500	0%

Not applicable, we do not have an annual holiday party

	Percent
All Organizations	18%
Industry	
Manufacturing	23%
Non-Manufacturing	6%
Non-Profit	33%
Organizational Size	
1-50	11%
51-200	18%
201-500	19%
Over 500	45%

Figure 2a | If your organization is having a holiday party but is budgeting more or less than last year, please specify by what percent you have increased or decreased your budget.

	Average decrease	Average increase
All Organizations	27%	25%
Industry		
Manufacturing	25%	10%
Non-Manufacturing	35%	33%
Non-Profit	n/a	n/a
Organizational Size		
1-50	n/a	18%
51-200	37%	43%
201-500	n/a	n/a
Over 500	n/a	n/a

Figure 3a | Please select all the holiday party practices that apply to your organization.

Please note that these percentages only include employers that are conducting holiday parties this year.

Only employees are invited to the holiday party.

	This Year	Last Year
All Organizations	61%	55%
Industry		
Manufacturing	69%	64%
Non-Manufacturing	55%	48%
Non-Profit	50%	42%
Organizational Size		
1-50	54%	51%
51-200	65%	58%
201-500	61%	61%
Over 500	67%	33%

Employees and their spouses/significant others are invited to the holiday party.

	This Year	Last Year
All Organizations	30%	31%
Industry		
Manufacturing	21%	19%
Non-Manufacturing	41%	46%
Non-Profit	33%	25%
Organizational Size		
1-50	38%	38%
51-200	24%	25%
201-500	33%	33%
Over 500	33%	33%

Employees their spouses/significant others and children are invited to the holiday party.

	This Year	Last Year
All Organizations	7%	7%
Industry		
Manufacturing	6%	6%
Non-Manufacturing	7%	7%
Non-Profit	8%	8%
Organizational Size		
1-50	10%	8%
51-200	7%	8%
201-500	0%	0%
Over 500	17%	17%

The holiday party is held on the company premises.

	This Year	Last Year
All Organizations	46%	42%
Industry		
Manufacturing	60%	54%
Non-Manufacturing	30%	30%
Non-Profit	50%	33%
Organizational Size		
1-50	33%	31%
51-200	53%	50%
201-500	44%	39%
Over 500	67%	33%

The holiday party is held at an external location (restaurant hotel etc.).

	This Year	Last Year
All Organizations	48%	46%
Industry		
Manufacturing	36%	33%
Non-Manufacturing	61%	61%
Non-Profit	50%	50%
Organizational Size		
1-50	56%	56%
51-200	42%	38%
201-500	50%	56%
Over 500	50%	50%

The holiday party is held at a coworker's residence.

	This Year	Last Year
All Organizations	2%	1%
Industry		
Manufacturing	0%	0%
Non-Manufacturing	5%	4%
Non-Profit	0%	0%
Organizational Size		
1-50	3%	0%
51-200	3%	3%
201-500	0%	0%
Over 500	0%	0%

The holiday party is catered.

	This Year	Last Year
All Organizations	74%	67%
Industry		
Manufacturing	72%	66%
Non-Manufacturing	73%	70%
Non-Profit	83%	58%
Organizational Size		
1-50	64%	56%
51-200	75%	69%
201-500	78%	78%
Over 500	100%	67%

The holiday party includes entertainment.

	This Year	Last Year
All Organizations	23%	22%
Industry		
Manufacturing	16%	13%
Non-Manufacturing	27%	30%
Non-Profit	33%	25%
Organizational Size		
1-50	13%	15%
51-200	22%	22%
201-500	33%	28%
Over 500	67%	50%

Alcohol is served at the holiday party.

	This Year	Last Year
All Organizations	46%	43%
Industry		
Manufacturing	28%	25%
Non-Manufacturing	70%	68%
Non-Profit	25%	17%
Organizational Size		
1-50	56%	49%
51-200	44%	42%
201-500	33%	39%
Over 500	33%	33%

Transportation is provided to and from the holiday party.

	This Year	Last Year
All Organizations	4%	5%
Industry		
Manufacturing	0%	1%
Non-Manufacturing	9%	11%
Non-Profit	0%	0%
Organizational Size		
1-50	3%	3%
51-200	6%	7%
201-500	0%	6%
Over 500	0%	0%

Figure 4a | If alcohol is served at your holiday party, is alcohol consumption limited or unlimited?

	Alcohol is unlimited	Alcohol is limited
All Organizations	49%	51%
Industry		
Manufacturing	25%	75%
Non-Manufacturing	60%	40%
Non-Profit	67%	33%
Organizational Size		
1-50	54%	46%
51-200	46%	54%
201-500	50%	50%
Over 500	50%	50%

Figure 5 | If your organization is having a holiday party, on what specific day and time is it being held?

Week

	Undecided	December 1 st Week	December 2 nd Week	December 3 rd Week	December 4 th Week	December 5 th Week	January	Other Months
All Organizations	10%	19%	33%	28%	0%	0%	6%	5%
Industry								
Manufacturing	7%	15%	31%	41%	0%	0%	3%	3%
Non-Manufacturing	11%	22%	35%	17%	0%	0%	7%	7%
Non-Profit	20%	30%	30%	10%	0%	0%	10%	0%
Organizational Size								
1-50	14%	17%	33%	22%	0%	0%	8%	6%
51-200	9%	18%	37%	28%	0%	0%	4%	3%
201-500	6%	18%	24%	41%	0%	0%	6%	6%
Over 500	0%	50%	17%	17%	0%	0%	0%	17%

Day of the week

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
All Organizations	2%	6%	5%	15%	50%	16%	5%
Industry							
Manufacturing	2%	9%	5%	16%	56%	7%	5%
Non-Manufacturing	2%	2%	6%	15%	45%	26%	4%
Non-Profit	0%	0%	0%	13%	50%	25%	13%
Organizational Size							
1-50	0%	6%	6%	26%	42%	13%	6%
51-200	3%	3%	5%	12%	52%	20%	5%
201-500	0%	19%	6%	0%	56%	13%	6%
Over 500	0%	0%	0%	33%	67%	0%	0%

Exact day of the week: December only

	Dec. 1	Dec. 4	Dec. 6	Dec. 7	Dec. 8	Dec. 9	Dec. 10	Dec. 11	Dec. 12	Dec. 13
All Organizations	1%	1%	3%	10%	9%	1%	1%	2%	3%	5%
Industry										
Manufacturing	0%	2%	2%	8%	6%	0%	0%	2%	0%	6%
Non-Manufacturing	3%	0%	5%	8%	15%	3%	3%	0%	8%	3%
Non-Profit	0%	0%	0%	43%	0%	0%	0%	0%	0%	14%
Organizational Size										
1-50	4%	0%	8%	8%	4%	0%	0%	4%	4%	8%
51-200	0%	0%	2%	5%	14%	2%	2%	2%	2%	5%
201-500	0%	7%	0%	14%	0%	0%	0%	0%	7%	0%
Over 500	0%	0%	0%	60%	0%	0%	0%	0%	0%	0%

Exact day of the week: December only (continued)

	Dec. 14	Dec. 15	Dec. 16	Dec. 17	Dec. 18	Dec. 19	Dec. 20	Dec. 21	Dec. 22
All Organizations	27%	3%	3%	1%	3%	3%	7%	17%	1%
Industry									
Manufacturing	28%	0%	4%	2%	4%	6%	8%	25%	0%
Non-Manufacturing	28%	5%	0%	0%	3%	0%	8%	10%	3%
Non-Profit	14%	14%	14%	0%	0%	0%	0%	0%	0%
Organizational Size									
1-50	31%	0%	4%	0%	4%	4%	12%	4%	4%
51-200	27%	5%	2%	2%	0%	4%	5%	21%	0%
201-500	21%	0%	7%	0%	14%	0%	0%	29%	0%
Over 500	20%	0%	0%	0%	0%	0%	20%	0%	0%

Time of day

	Morning	Lunch	Afternoon	Evening
All Organizations	0%	51%	10%	38%
Industry				
Manufacturing	0%	64%	12%	24%
Non-Manufacturing	0%	38%	8%	54%
Non-Profit	0%	50%	10%	40%
Organizational Size				
1-50	0%	49%	6%	46%
51-200	0%	52%	11%	36%
201-500	0%	53%	20%	27%
Over 500	0%	50%	0%	50%

Exact time of day: Lunch

	11:00 AM	11:30 AM	11:45 AM	12:00 PM	12:30 PM	1:00 PM
All Organizations	2%	3%	2%	78%	7%	9%
Industry						
Manufacturing	3%	6%	3%	69%	9%	11%
Non-Manufacturing	0%	0%	0%	94%	6%	0%
Non-Profit	0%	0%	0%	80%	0%	20%
Organizational Size						
1-50	0%	0%	0%	76%	6%	18%
51-200	3%	3%	0%	84%	6%	3%
201-500	0%	0%	14%	57%	14%	14%
Over 500	0%	33%	0%	67%	0%	0%

Exact time of day: Afternoon

	2:00 PM	3:00 PM
All Organizations	50%	50%
Industry		
Manufacturing	71%	29%
Non-Manufacturing	25%	75%
Non-Profit	0%	100%
Organizational Size		
1-50	50%	50%
51-200	29%	71%
201-500	100%	0%
Over 500	0%	0%

Exact time of day: Evening

	4:00 PM	4:30 PM	5:00 PM	5:30 PM	6:00 PM	6:30 PM	7:00 PM	8:00 PM
All Organizations	4%	2%	11%	4%	52%	20%	4%	2%
Industry								
Manufacturing	7%	0%	7%	0%	57%	21%	7%	0%
Non-Manufacturing	4%	4%	15%	4%	48%	19%	4%	4%
Non-Profit	0%	0%	0%	0%	75%	25%	0%	0%
Organizational Size								
1-50	6%	6%	0%	6%	56%	25%	0%	0%
51-200	4%	0%	22%	4%	52%	17%	0%	0%
201-500	0%	0%	0%	0%	50%	0%	25%	25%
Over 500	0%	0%	0%	0%	33%	33%	33%	0%

Figure 6a | Who is responsible for planning your organization's holiday party?

Operations

	Percent
All Organizations	2%
Industry	
Manufacturing	1%
Non-Manufacturing	2%
Non-Profit	0%
Organizational Size	
1-50	4%
51-200	1%
201-500	0%
Over 500	0%

Employee committee/task force

	Percent
All Organizations	18%
Industry	
Manufacturing	15%
Non-Manufacturing	18%
Non-Profit	33%
Organizational Size	
1-50	15%
51-200	17%
201-500	19%
Over 500	27%

Top management and CEO

	Percent
All Organizations	18%
Industry	
Manufacturing	12%
Non-Manufacturing	27%
Non-Profit	17%
Organizational Size	
1-50	30%
51-200	16%
201-500	7%
Over 500	0%

Human resources

	Percent
All Organizations	39%
Industry	
Manufacturing	45%
Non-Manufacturing	42%
Non-Profit	0%
Organizational Size	
1-50	26%
51-200	50%
201-500	33%
Over 500	18%

Administration

	Percent
All Organizations	10%
Industry	
Manufacturing	8%
Non-Manufacturing	12%
Non-Profit	11%
Organizational Size	
1-50	17%
51-200	4%
201-500	22%
Over 500	0%

No one designated

	Percent
All Organizations	1%
Industry	
Manufacturing	1%
Non-Manufacturing	0%
Non-Profit	6%
Organizational Size	
1-50	2%
51-200	1%
201-500	0%
Over 500	0%

Other

	Percent
All Organizations	6%
Industry	
Manufacturing	6%
Non-Manufacturing	6%
Non-Profit	6%
Organizational Size	
1-50	7%
51-200	5%
201-500	7%
Over 500	9%

Figure 7a | If your organization historically has provided employees with holiday gifts, is your organization planning to do so this year?

Yes, but we are budgeting less for holiday gifts this year

	Percent
All Organizations	4%
Industry	
Manufacturing	4%
Non-Manufacturing	6%
Non-Profit	0%
Organizational Size	
1-50	5%
51-200	3%
201-500	12%
Over 500	0%

Yes, and we are budgeting the same for holiday gifts this year

	Percent
All Organizations	45%
Industry	
Manufacturing	53%
Non-Manufacturing	40%
Non-Profit	22%
Organizational Size	
1-50	30%
51-200	52%
201-500	58%
Over 500	9%

Yes, and we are budgeting more for holiday gifts this year

	Percent
All Organizations	4%
Industry	
Manufacturing	5%
Non-Manufacturing	2%
Non-Profit	6%
Organizational Size	
1-50	5%
51-200	3%
201-500	0%
Over 500	18%

No, we are not planning to provide employees with holiday gifts this year

	Percent
All Organizations	11%
Industry	
Manufacturing	11%
Non-Manufacturing	10%
Non-Profit	11%
Organizational Size	
1-50	16%
51-200	10%
201-500	0%
Over 500	18%

Not applicable, we do not provide annual holiday gifts

	Percent
All Organizations	36%
Industry	
Manufacturing	27%
Non-Manufacturing	42%
Non-Profit	61%
Organizational Size	
1-50	44%
51-200	32%
201-500	31%
Over 500	55%

Figure 8a | If gifts are given to employees, what types of holiday gifts are given (i.e. cash, gift card, gift baskets, etc.)?

	Gift cards	Cash	Ham or turkey	Candy	Gift baskets	Raffle gifts	Alcohol	Logo item	Other gift
All Organizations	54%	17%	11%	3%	7%	5%	3%	12%	11%
Industry									
Manufacturing	53%	15%	17%	2%	3%	5%	3%	10%	15%
Non-Manufacturing	57%	20%	0%	7%	17%	3%	3%	10%	3%
Non-Profit	40%	20%	0%	0%	0%	20%	0%	40%	0%
Organizational Size									
1-50	53%	29%	6%	6%	0%	0%	12%	18%	12%
51-200	55%	13%	13%	2%	9%	2%	0%	11%	13%
201-500	50%	22%	6%	0%	6%	17%	6%	11%	6%
Over 500	33%	0%	33%	0%	33%	33%	0%	0%	0%

Figure 9a | Does your organization provide a holiday bonus?

	Percent
All Organizations	32%
Industry	
Manufacturing	34%
Non-Manufacturing	33%
Non-Profit	13%
Organizational Size	
1-50	50%
51-200	26%
201-500	25%
Over 500	18%

Figure 9b | What is the average amount of a holiday bonus?

	Average
All Organizations	\$572
Industry	
Manufacturing	\$555
Non-Manufacturing	\$654
Non-Profit	\$200
Organizational Size	
1-50	\$568
51-200	\$684
201-500	\$267
Over 500	n/a

Figure 10a | Does your organization coordinate any holiday community service efforts?

	Percent
All Organizations	41%
Industry	
Manufacturing	31%
Non-Manufacturing	55%
Non-Profit	50%
Organizational Size	
1-50	20%
51-200	38%
201-500	80%
Over 500	60%

Figure 11a | Does your organization celebrate any of the following holidays?

Christmas (or general “Holiday”)

	Percent
All Organizations	82%
Industry	
Manufacturing	78%
Non-Manufacturing	89%
Non-Profit	78%
Organizational Size	
1-50	91%
51-200	80%
201-500	74%
Over 500	82%

New Year’s

	Percent
All Organizations	55%
Industry	
Manufacturing	50%
Non-Manufacturing	62%
Non-Profit	56%
Organizational Size	
1-50	70%
51-200	50%
201-500	41%
Over 500	64%

Thanksgiving

	Percent
All Organizations	61%
Industry	
Manufacturing	58%
Non-Manufacturing	64%
Non-Profit	61%
Organizational Size	
1-50	76%
51-200	55%
201-500	56%
Over 500	55%

Halloween

	Percent
All Organizations	20%
Industry	
Manufacturing	14%
Non-Manufacturing	30%
Non-Profit	17%
Organizational Size	
1-50	22%
51-200	19%
201-500	30%
Over 500	9%

Independence Day

	Percent
All Organizations	53%
Industry	
Manufacturing	51%
Non-Manufacturing	53%
Non-Profit	56%
Organizational Size	
1-50	65%
51-200	48%
201-500	44%
Over 500	64%

Cinco de Mayo

	Percent
All Organizations	3%
Industry	
Manufacturing	2%
Non-Manufacturing	5%
Non-Profit	0%
Organizational Size	
1-50	7%
51-200	2%
201-500	4%
Over 500	0%

Memorial Day

	Percent
All Organizations	49%
Industry	
Manufacturing	51%
Non-Manufacturing	45%
Non-Profit	50%
Organizational Size	
1-50	59%
51-200	46%
201-500	44%
Over 500	55%

Easter

	Percent
All Organizations	22%
Industry	
Manufacturing	23%
Non-Manufacturing	23%
Non-Profit	6%
Organizational Size	
1-50	24%
51-200	24%
201-500	15%
Over 500	9%

St. Patrick's Day

	Percent
All Organizations	10%
Industry	
Manufacturing	9%
Non-Manufacturing	14%
Non-Profit	0%
Organizational Size	
1-50	13%
51-200	8%
201-500	19%
Over 500	0%

Valentine's Day

	Percent
All Organizations	5%
Industry	
Manufacturing	4%
Non-Manufacturing	8%
Non-Profit	0%
Organizational Size	
1-50	2%
51-200	5%
201-500	11%
Over 500	0%

Appendix B: Holiday & No Holiday Party Comparisons

The following are comparisons of holiday practices among those employers reporting having holiday parties and those not having holiday parties.

Percentage of organizations that coordinate holiday community service efforts

	Orgs. not offering holiday party	Orgs. offering holiday party
All Organizations	34%	44%
Industry		
Manufacturing	30%	32%
Non-Manufacturing	33%	58%
Non-Profit	60%	45%
Organizational Size		
1-50	0%	24%
51-200	25%	44%
201-500	100%	72%
Over 500	40%	80%

Percentage of organizations that provide holiday gifts

	Orgs. not offering holiday party	Orgs. offering holiday party
All Organizations	47%	56%
Industry		
Manufacturing	52%	67%
Non-Manufacturing	38%	50%
Non-Profit	33%	25%
Organizational Size		
1-50	17%	43%
51-200	54%	59%
201-500	63%	72%
Over 500	20%	33%

Percentage of organizations that provide holiday bonuses

	Orgs. not offering holiday party	Orgs. offering holiday party
All Organizations	37%	30%
Industry		
Manufacturing	39%	32%
Non-Manufacturing	38%	32%
Non-Profit	20%	9%
Organizational Size		
1-50	86%	43%
51-200	39%	21%
201-500	0%	33%
Over 500	0%	33%

Appendix C: Venues and Caterers for Holiday Parties

The following are local venues cited by organizations as being used for their holiday parties in 2012.

- 100th Bomb Group (2)
- Adam Hall
- American Croatian Lodge
- Avon Oaks Country Club
- Canton Palace Theater
- CEO's Home (2)
- Crown Plaza Hotel
- Dave and Busters (2)
- Embassy Suites (2)
- Firestone Country Club
- Fox and Hound
- Hellrigel's Restaurant
- Hilton Garden Inn (2)
- Holiday Inn (2)
- House of Blues
- Hyde Park Grille
- Independence Double Tree Hotel
- J Bella's Restaurant
- Johnny's on Fulton
- Kirtland Country Club
- Legends Club
- Lockkeepers
- Maggiano's Beachwood
- Marriott Hotel
- Melrose Grille at Mapleside Farms
- Oliver Twist
- Pick Wick & Frolic
- Quail Hollow Resort
- Rosemont Country Club
- Rustic Hills Country Club
- Sammy's
- Signature of Solon
- Solon Freeway Lanes
- The Bertram (3)
- The Kirtlander
- Westwood Country Club
- Williams on the Lake
- Winking Lizard (2)

The following are local caterers cited by organizations as being used for their holiday parties in 2012.

- 100th bomb group
- American Croatian Lodge
- Aramark
- Augie's Catering
- Avon Oaks Country Club
- Bertram Hotel
- Country Club
- Dave & Busters
- Embassy Suites (2)
- Fox and Hound
- Hilton Garden Inn (2)
- Holiday Inn (2)
- House of Blues
- Hyde Park Grille
- Independence Double Tree Hotel
- Johnny's on Fulton
- Kirtland Country Club
- Lockkeepers
- Maggiano's Beachwood
- Marriott Hotel
- Metropolitan
- Moe's
- Oliver Twist
- Pick Wick & Frolic
- Quail Hollow Resort
- Rosemont Country Club
- Sammy's
- Signature of Solon
- The Bertram (2)
- The Kirtlander
- Welshfield Inn
- Westwood Country Club
- Williams on the Lake, Medina
- Winking Lizard (2)

Appendix D: Limitations on Alcohol Consumption

The following are limitations cited by organizations for alcohol consumption at their holiday parties. The widespread majority of employers that limit alcohol consumption at their holiday parties limit employees to 2 drinks on the company.

- 1 glass of wine per person
- 2 drink tickets
- 2 drink tickets
- 2 drink tickets
- 2 drink tickets
- 2 drink tickets
- 2 drink tickets
- 2 drink tickets
- 2 drink tickets
- 2 drink tickets
- 2 drink tickets; closely monitored
- 2 drinks
- 2 drinks (restaurant was told ahead of time)
- 2 drinks before lunch (beer & wine)
- 2 drinks provided
- 2 drinks tickets
- 2 tickets
- 3 drink tickets - bar is monitored closely
- 3 drinks
- Cash Bar
- Cash bar
- Cash bar
- Cash bar
- Guest must be 21 and over to drink. Also, the Bartending staff will observe guest behavior and have been given instructions not to serve them alcohol if they 'appear' impaired. Guests are told to have a designated driver, we will provide taxi rides and discounted hotel rooms.
- Limited amount available but not controlled per person
- Managers keep an eye on employees.
- Minimal amount is purchased
- minimal amount of beer and wine were purchased
- Only beer and wine is served.
- Open bar has a time limit
- Previous years unlimited- this year there will be drink 'tickets'- 2 per person
- Venue's bartenders, who I know and trust, monitor for us
- We monitor consumption and call a cab for those who need assistance.
- We only buy a certain amount
- Wine only not unlimited supply

Appendix E: Holiday Gifts

The following are holiday gifts cited by organizations as being provided to employees. Most employers offer cash or gift cards as holiday gifts to their employees.

- \$20 gift card for a turkey or ham at thanksgiving.
- \$25 American Express Certificate
- \$25 giant eagle gift card
- \$25.00 Giant Eagle Gift cards at Thanksgiving. For our Winterfest Party we will have 15 large prizes people can win (\$250.00-\$500.00) and then various gift cards (\$25.00 - \$150.00) Grand Prize is 2 round trip airline tickets to anywhere in the US.
- \$25.00 gift card
- \$50 cash for each employee
- \$50 gift cards for grocery store
- 3 weeks salary to all employees including hourly employees
- a gift at the holiday party- gift baskets and small gifts
- A turkey or a ham
- All employees receive a fresh ham from Sam's, and a \$50 gift card to Sears
- Amazon gift cards
- An apparel item with the company logo, employees select from 2 choices and a \$35 Giant Eagle gift card
- Bag, tumbler, key chain
- Canvas Sports Chair
- Cash
- Cash
- Cash
- Cash
- Cash
- Cash
- Cash
- Cash
- Cash
- Cash
- Cash - \$50
- Cash- \$50 each
- Cash & gift cards
- Cash and gift cards
- Cash or apparel with logo
- Cash, extra PTO days, trip voucher, gift cards, appliances, electronics. automobile
- Cash, gift cards, various gifts
- Champagne
- Check
- Clothing with company logo
- Cutting Board & Utensils
- Different item each year - with company logo - this year each associate receives a Metropolitan Travel Wallet AND a pocket size flashlight
- Donations to employees choice of charitable organizations at Christmas
- Employees are given gift cards.
- Entertainment Book
- Food gift basket (cookies, nuts, fruits, etc.)
- Giant Eagle gift cards

- Giant Eagle Gift Cards
- Gift bags of candy.
- Gift basket
- Gift baskets
- Gift Baskets (they are raffled off)
- Gift baskets (Christmas)
- Gift Cards
- Gift cards
- Gift Cards
- Gift Cards
- Gift cards
- Gift cards
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- Gift Cards
- Gift cards
- Gift Cards
- Gift Cards
- Gift cards
- Gift Cards - grocery or Ham/Turkey
- Gift cards (Thanksgiving)
- Gift cards and company apparel
- Gift cards and gift baskets
- Gift cards and raffle prizes such as TV's, Kindle Fires, newest children's toys, other
- Gift cards plus a present that is the same for everyone
- Gift cards to our store
- Gift cards, baskets
- Gift cards, gift baskets
- Gift cards, vacation days
- Gift cards, wine, jacket with company logo, chocolate.
- Give away center pieces or Poinsettias to each employee
- Gourmet apple and gift card
- Grocery store and Gas gift cards
- Grocery Store Gift Card
- Ham
- Ham
- Ham or a bottle of liquor (their choice-well vodka, rum, gin, scotch, whiskey or bourbon)
- Holiday ham
- Honey baked Ham certificate for Thanksgiving

- Honey Baked Ham Gift Certificate
- Jacket or Ham
- Prizes
- Raffle gifts off - various items
- Service awards for every 5 years of service. Also give some kind of logo item to each employee.
- Small logo item shirt hat or mug
- Small tokens: this year it is a picture frame
- Turkeys
- Turkeys
- Turkeys and cash
- Usually we give some kind of work jacket; last year we gave out Carhart work coats with the company logo on them. We like to give some kind of clothing or safety item.
- We choose a customer's product that uses a container we made for them.

Appendix F: Criteria for Receiving Holiday Bonus

The following are criteria cited by organizations as being used to determine who receives the holiday bonus. These criteria most commonly include company and/or individual performance or length of service.

- % of employees pay
- Active employee at the time bonus is given
- Active, full-time, hourly associates
- All employees
- All employees on the payroll as of that day
- All employees receive a check
- All employees receive a profit sharing bonus, some of it paid out in cash and the remainder as a contribution to the employee's 401k.
- All employees receive one but the amounts vary greatly.
- All full-time employees receive the bonus.
- Based on attendance and performance
- Based on earnings and factor added for each year of service (full and part time employees)
- Bi-annual gain-sharing based upon reaching preset performance factors
- Bonus is based on company sales
- Bonuses are completely based on performance and if goals are met.
- Bonuses are not tied to the holidays.
- Clerical and accounting staff (non-professionals only)
- Company managers based on performance
- Company performance
- Company performance
- Company performance
- Company profitability
- Corporate performance
- Discretionary
- Each employee receives \$1000 bonus
- Employment
- Flat fee - profit sharing distribution is given after year end accounting
- Full time, employed for 1 year
- Individual and Company performance
- It is considered the yearend bonus; the amount depends on business performance along with individual evaluation score.
- It's called a year-end bonus and is based on many different factors.
- Length of service
- Longevity. \$20 your first holiday and \$10 for each additional year.
- Management only
- Managers
- Mostly what's affordable to the company.
- Must be hired before October 1. if after, only receive half there are different amounts for temporary
- No more than 3 occurrence points per quarter.
- Non-Union employee

- Performance
- Performance
- Performance reviews
- performance, attendance, attitude, willingness to work overtime etc.
- Performance, years at company, going above and beyond job.
- Position and years of service
- Position, seniority, performance
- President's decision. Information not shared with Human Resources
- Profits of the company
- Seniority and no excessive casual absenteeism
- Tenure & performance
- The December payout is base on gross earnings through 12/7/12
- This is prorated based on months of service.
- Type of employee
- Type of employee; performance; reaching goals; contributing ideas...
- Varies from year-to-year. Based on Company and individual performance that year.
- Years of service

Appendix G: Holiday Community Service Efforts

The following are the community service efforts coordinated for staff cited by organizations.

- Adopt a family
- Adopt a Family
- Adopt a Family
- Adopt a family
- Adopt a family - gift purchases
- Adopt a family program
- Adopt a family through Jobs and Family Services.
- Adopt a group home for children in the foster system
- Bake Sale for St. Jude's Children Hospital
- Big Brothers, Big Sisters
- canned food drives and toys for tots
- Cash gifts to neighborhood organization
- Center of Hope - Food Bank
- Coats for Kids
- Collect toys and supplies for Berea Children's Home
- Collection of food for local food bank
- Community Santa through ODJFS - gifts are purchased and wrapped for needy families
- Company matches employee contributions. Take a check to Westlake Senior Center for needy families.
- Coordinates toy donations for toy for tots
- Donation of Food
- Donations to local charitable organizations
- Each department is permitted a certain dollar amount to be donated to a charity of our choice.
- Employee sponsored / run events to benefit several local charities. (Forbes House, Toys for Tots, Homeless Charities, etc.)
- Employees volunteer at food banks, casual day Friday \$1 donations to charitable organizations.
- Euclid Hunger Center or Cleveland Food Bank
- Food bank, other community fundraisers
- Food basket delivery
- Food drive
- Food drive and adopt a family for the holiday
- Food drive for area hunger center, Guidestone foster family holiday party
- Food Drive to Benefit The Cleveland Food Bank
- Gift/cash donations to local charities
- Giving tree / take tag from tree and bring in gift and give to local charities
- Giving Tree for Providence House - employees donate & Company donates as well.
- Giving Tree for the benefit of our clients.
- Giving Tree- Toys for Tots
- Giving tree, toys for tots, food bank
- Haven of Rest food stuffs
- Helping out a family in need. Haven't decided yet how we're going to be doing that.
- In lieu of a holiday party, the funds go towards purchasing Angel from the Salvation Army. Employees and vendors of the company also donate towards the cause. Each year, all employees are given the late

morning and early afternoon off in order to purchase the items listed on the Tree Angel. We then all meet and have lunch together while we wrap the presents for the families.

- Lake County Children's Services - we adopt a family or children and buy them gifts for Christmas.
- Last year a food drive for SCAN Hunger Center. This year a 'wish list' drive for Guidestone Ohio & a visit with the children in December.
- Last year ERC had a peanut butter drive--not sure if it will repeat this year
- Mitten Tree
- Monetary contribution
- Multiple activities are organized by employees or groups of employees throughout the holiday season, and donations are generally matched by the company
- Offer to donate gift certificate to Redcross or Salvation Army
- Our company adopts a family and employees (and the company) purchase clothing, toys, household items, grocery gift cards, etc.
- Provide grants to a non-profit organization to use for capital needs.
- Salvation Army - Food Drive
- Salvation Army - Secret Santa for 3 families
- Some sort of collection. Last year was a mentally disabled men's home.
- Sponsor an Angel Tree and employees fulfill the wish list of families we have been given
- Sponsor families, foster kids, canned goods drive
- "Denim for a difference." Employees pay to wear jeans on Thursdays. Money raised is used to purchase meals and gift cards for the families. This year we have adopted a school in Akron. We have a giving tree where employees take the names off the tree and purchase gifts for the children. Toys for Tots
- Toys for Tots - we provide free storages to the Marines and we take collections at the office.
- Toys for Tots and Coats for Kids drives
- Toys for Tots collection
- Varies according to employee interest
- We call it 'Bay Shares at Christmas time'
- We do a giving tree and work with our county's head start program.
- We do the red kettle campaign every year.
- we donate leftover turkeys (from Thanksgiving) and leftover hams to food banks
- We donate turkeys to homeless shelters
- We gathered toiletry items to take to a local homeless shelter.
- We have a giving tree
- We have a hat/mitten/scarf tree (and boxes for gently used clothing) and donate everything to a local school whose students are in need
- We organize Bell Ringers for the Salvation Army
- We participate in community service year round, but at this holiday we are going to our local Neonatal Intensive Care Unit to provide dinner to the families and paint ornaments for the babies.
- We provide Christmas gift and food baskets
- We raise money for local food banks and toys for tots
- We sponsor a family in need and employees provide holiday gifts.
- We support a couple of organizations by collecting gift donations from employees.
- We support a local community center with the holiday giving tree and providing gifts for the family.
- We typically adopt 2-3 local families experiencing financial difficulty.
- We typically select a charity for donations. Last year we had three charities and let the employees choose which one they prefer. Donations were given to the charity based on the percentage of employees that selected each charity.
- We usually provide support to a needy family and a pet shelter

2012 ERC Holiday Practices Survey

Conducted by ERC

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