01 · BEFORE & DURING

Employer Strike Checklist

Preparation, business continuity and objective incident recording

COMPANY DETAILS

COMPANY / LEGAL NAME

WORKPLACE / LOCATION

STRIKE DATE

RESPONSIBLE MANAGER / HR CONTACT

BEFORE THE STRIKE

Preparation checks

- [ ] Review strike notice, dates, shifts and affected worksites.
- [ ] Check any legally imposed minimum essential services.
- [ ] Review critical tasks, deliveries and customer commitments.
- [ ] Anticipate transport, site access and safety disruptions.
- [ ] Plan lawful continuity without replacing striking employees.
- [ ] Brief supervisors on strike rights and attendance recording.

DURING THE STRIKE

Attendance & incident records

- [ ] Maintain the normal working-time and attendance system.
- [ ] Record absences without assuming an employee is striking.
- [ ] Document factual access, transport or safety incidents.
- [ ] Respect employees who choose to continue working.
- [ ] Avoid automatic or premature deductions and penalties.
- [ ] Refer exceptional cases to employment law advisers.

KEY PRINCIPLE

Do not demand advance declarations of strike participation or penalise the lawful exercise of the right to strike.

02 · REUSABLE FORM

Individual Incident Record

Complete one form per employee when a relevant incident occurs

BASIC INCIDENT DETAILS

COMPANY

DATE / SHIFT

EMPLOYEE NAME / INTERNAL ID

WORKSITE / DEPARTMENT

SCHEDULED WORKING HOURS

ACTUAL WORKING HOURS

TYPE OF INCIDENT

Tick only after checking the facts

- ☐ Confirmed full strike
- ☐ Confirmed partial strike
- ☐ Absence awaiting clarification
- ☐ Delay / transport disruption
- ☐ Site access / work disruption
- ☐ Other objective incident

OBJECTIVE FACTS & SUPPORTING RECORDS

FACTUAL DESCRIPTION OF THE INCIDENT

ATTENDANCE LOGS, COMMUNICATIONS OR AVAILABLE EVIDENCE

VERIFIED STRIKE HOURS (IF APPLICABLE)

VERIFIED BY / DATE

DATA PROTECTION & STRIKE RIGHTS

Record only necessary information. Do not request union membership or advance statements about strike participation.

03 · AFTER THE STRIKE

Payroll & Compliance Review

Salary, Spanish Social Security and HR follow-up

CLOSING DETAILS

COMPANY / WORKSITE

STRIKE DATE

HUMAN RESOURCES CHECKS

- [ ] Reconcile attendance logs, shifts, leave and incidents.
- [ ] Separate full/partial strike from other causes of absence.
- [ ] Identify actual hours worked and verified strike hours.
- [ ] Check lawful salary deductions and affected pay items.
- [ ] Ensure strike participation does not reduce annual leave.
- [ ] Prepare TGSS inactivity code 2 (full) or 3 (partial), if due.
- [ ] Check accepted Sistema RED filings and contributions.
- [ ] Retain evidence with restricted access and proper retention.

SUMMARY FOR THE EMPLOYMENT ADVISORY TEAM

EMPLOYEES WITH VERIFIED STRIKE TIME

TOTAL VERIFIED STRIKE HOURS

UNRESOLVED INCIDENTS

SENT BY / DATE

IMPORTANT FINAL CHECK

Do not report non-strikers as striking. For partial strikes, check hours worked and current TGSS / Sistema RED rules.

Law: Spanish Constitution art. 28.2; RDL 17/1977 art. 6; Workers' Statute art. 45; TGSS guidance.