

RAMADAN MONTH 2025

Top Tips For Muslim Staff Members & Line Managers

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Ramadan

The month of Ramadan is likely to start on either 28th February or 1st March 2025 and end on 30th March or 31st March 2025. These are not final dates as the actual dates of commencement of Ramadan this year is subject to the sighting of the moon.

Ramadan involves a daily period of fasting for Muslims starting at sunrise and finishing at sunset over the month. This means abstaining from food, drink (including water) and smoking. While fasting is an important part of Ramadan, it is also a time of self-reflection and self-evaluation for Muslims.

Observing Ramadan

If you observe Ramadan here are some things to consider:

- discuss with your manager how you can make provision for prayer times during the working day if required.
- drink lots of water throughout the period when you are not fasting to keep hydrated thereby avoiding headaches and tiredness.
- consider *eating* high energy, slow burn foods that can give you energy gradually throughout the day.
- agree with your line manager when you will be away from your work to observe Ramadan so they can respect your daily schedule. For example, to break your fast & food and liquids at sunset and partake in prayers.
- do not forget to agree annual leave to coincide with the end of Ramadan and the celebration of Eid.

Information for line managers

If you line manage a member of staff who will be observing Ramadan, it is important to:

- not all people who identify themselves as Muslim will observe the month of Ramadan it is therefore important to ask.
- it is likely noticing a member of staff observing Ramadan may not be obvious, so make it easy for those observing Ramadan to let you know if they are fasting.
- discuss and support the individual staff member to have reasonable time during the day to complete prayers. Prayers can take some 10 minutes to complete.
- ensure that you have some one-to-one time to discuss any workplace adjustments that can be considered during this time, such as flexible working or the use of annual leave to support their wellbeing.
- during conversation with staff members and others discuss how staff in physically demanding roles, like firefighting, can avoid or break their fast during emergencies or extended incidents to ensure personal and community safety. Such fasts can be made up later.
- discuss annual leave and the end of Ramadan & celebration of Eid.

You can also find more information about Ramadan via accessing the *AFSA Ramadan Booklet*.

