

Managing Absence

Learning Objectives

By the end of the day you will understand and know:

- how to use the organisation's attendance management procedure;
- what the legal basis is to managing absence;
- how to manage sickness absence;
- how to use a range of 'tools' fairly and reasonably to manage sickness absence;
- how to make confident and sound judgements and decisions;
- how to monitor sickness absence rates;
- how to create an attendance culture.

Course Programme

0915 Assemble and Coffee

0930 Introductions and Course Objectives

Preventative steps to avoid high levels of absenteeism

What tools are available to manage sickness absence?

Attendance management procedure

Legal points

Lunch

Case Studies;

- Persistent short term absence
- Longer term sickness absence

Handling the return to work interview

Monitoring attendance and absenteeism

Review: creating a positive attendance culture

1630 Course review and action plans

Evaluation and close