Managing Sickness Absence

This is a 1-day course provides the knowledge and skills to assist in reducing absence in the workplace.

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| **Who should attend?**The programme is designed for HR practitioners or line managers responsible for absence management within their organisation. **Course Benefits**On completing the Managing Sickness Absence course you will be able togive a clear definition of what absence is; outline the legal and contractual issues around the management of absence; have the knowledge to manage absence and to work towards improving overall attendance at work; produce a plan to review absenteeism and where required, an action list to implement measures for improvement.**Programme Content****Key Legislation****Types of absence*** Planned versus Unplanned
* Controlling Absence

**Absence levels*** CIPD
* Figures (£) for your organisation
* Absence trends
* Attendance Indicators
* How to reduce absenteeism
 | **Measuring Absence*** Lost time rate
* Frequency rate
* Bradford Factor
* Briefing teams

**Policies & procedures*** Notification
* SSP & Company sick pay
* Short-term absence
* Checking absence records
* AWOL
* Managing non-genuine absence

**Return to work*** Return to work exercises - interview checklist, different approaches, fitness, recurring absence, regular absence

**Long term sickness*** Process
* Absence visit
* Disability
* Covering the job

**Test your knowledge** | **Contact information****Jeanette Lonsdale****HR Consultant****First Call HR****Tel: +44 (0)7917 333999****Tel: +44 (0)1295 720988****Email: jeanette@firstcallhr.com** |