Managing Sickness Absence

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

|  |  |  |
| --- | --- | --- |
| **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 to  give 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** |