

Absence Management

What is absence management? Absence management is when you monitor the amount of absence in your work place and put procedures in place to reduce the amount of time lost due to absence. What are the implications of absence? Absence can cause both direct and indirect costs when not managed effectively.

Direct costs are the obvious things like time lost and perhaps paying a temporary worker from an outside agency to cover for the person absent. Lower productivity can also be a direct cost of absence.

Indirect costs can include the effect of absence on the rest of the workforce, such as morale and the productivity of others. If this is not managed effectively, it may lead to a culture of absence. How can I manage absence? There are several methods of effective absence management. The one you choose depends on the type, size, structure and culture of your organisation. Here are a few examples of well known methods: Return to work interviews are a good tool for reducing absence. These can be held for each employee after each period of absence. Records must be kept for all return to work interviews. This is a simple yet very effective tool. Please contact us for advice and assistance on setting up return to work interviews. Implementing trigger points can be used to set limits as to how much absence will be tolerated before disciplinary action will be taken. Although it is necessary to remain consistent with the trigger points for each employee, individual circumstances must also be taken in to consideration. Someone will need extra sick days for an on-going health condition for example. Extra time may also be allowed for dependants and emergencies. Absence action plans and improvement orders can be used for a short period to give an employee the opportunity to improve on their levels of absence before any further disciplinary action is taken. SCRS can give you further guidance on how to implement absence action plans and improvement orders. Reward incentives can be offered for high attendance. Be aware that these may be seen as discriminatory against members of staff with a medical condition or a disability. Again, individual circumstances need to be taken in to consideration. Absence Management Policy All employees should have access to the absence management policy to see the levels of attendance that are expected from them and to stay familiar with the procedures for reporting absences. This should be a simple document which is easy to understand and follow. It should also include absences for other reasons, not only sickness absence. It is normal practice for the policy to also include procedures for absences in connection with doctor appointments, time off for bereavement, adverse weather conditions and time off for dependents. How Simple Corporate Resource Solutions can help. SCRS can help you to reduce absence costs. We have extensive experience in dealing with absence management and offer you various levels of advice and assistance on managing absence effectively in your business. If you need any further advice on managing absence or would like to introduce a policy, please Contact Us giving as much information about your organisation and the absence problems you are having. One of our highly competent, CIPD qualified members of staff will get back to you as soon as possible after receipt of your email. Disclaimer:

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