

# MANAGING SICKNESS ABSENCE

## Overview

Failing to manage absenteeism and sickness at work costs money, wastes time, can decrease workplace motivation and productivity. Statistics show average level of employee absence is 4.1 days per year\*.

All employers should have an absence management policy in place, but that is not enough. It is also really important that the policy is understood by the whole workforce and that those responsible for managing others know how to apply it fairly and consistently.

In this session we will focus on how best to proactively manage absence and the wellbeing of the workforce to improve attendance. We will look at the benefits of recording, monitoring and reporting on absence levels and statistics and delegates will learn skills and approaches to confidently manage workplace absence.

## Format

- Half day, face to face, expert-led training session
- Learning takes place through a mix of presentation, group activities and individual activities
- There will be an opportunity to role-play conducting a return to work interview in a relaxed learning environment

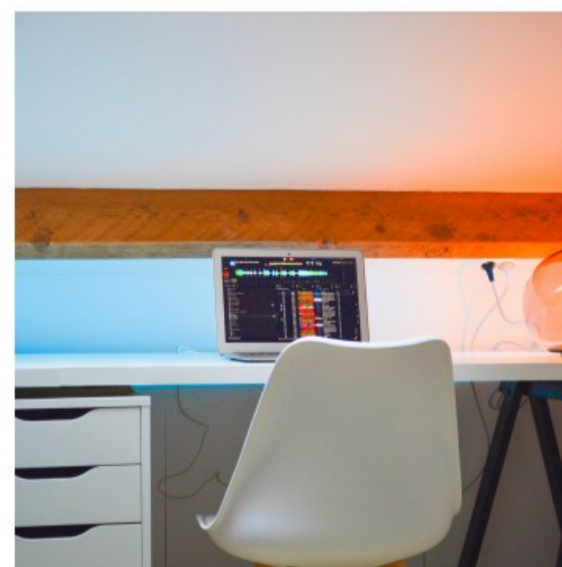
## Course Structure

- Statistics & causes of sickness absence
- Policies and Legislation
- Analysing and managing absence
- Equality and equity
- "Fit notes" and medical advice
- Return to Work Interviews

## Suggested Audience

This session would be ideal for anyone in a management, supervisory or team leader position wishing to understand more about this subject and enhance their CPD.

\*Office for National Statistics 2017



*Open and constructive discussion between all parties is essential for successful management of sickness absence and return to work. – HSE 2019*

