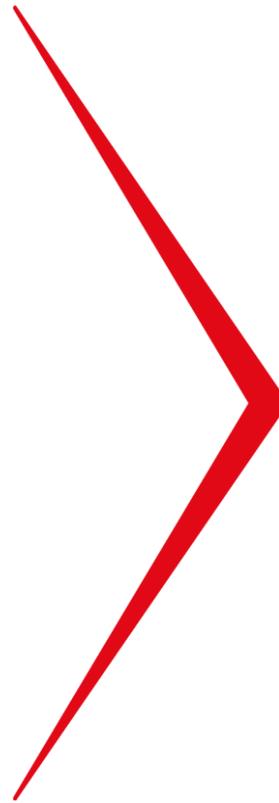
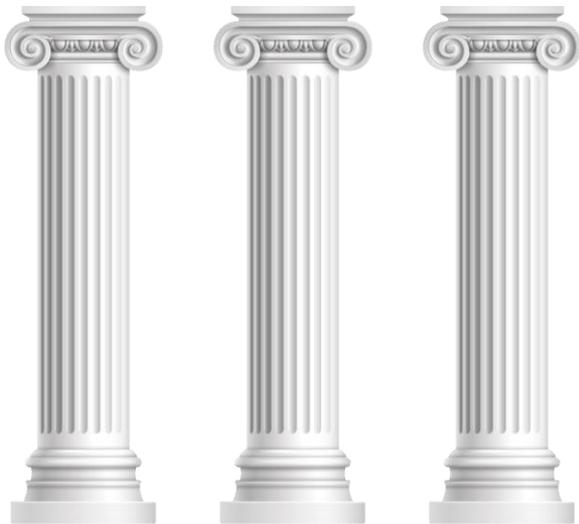


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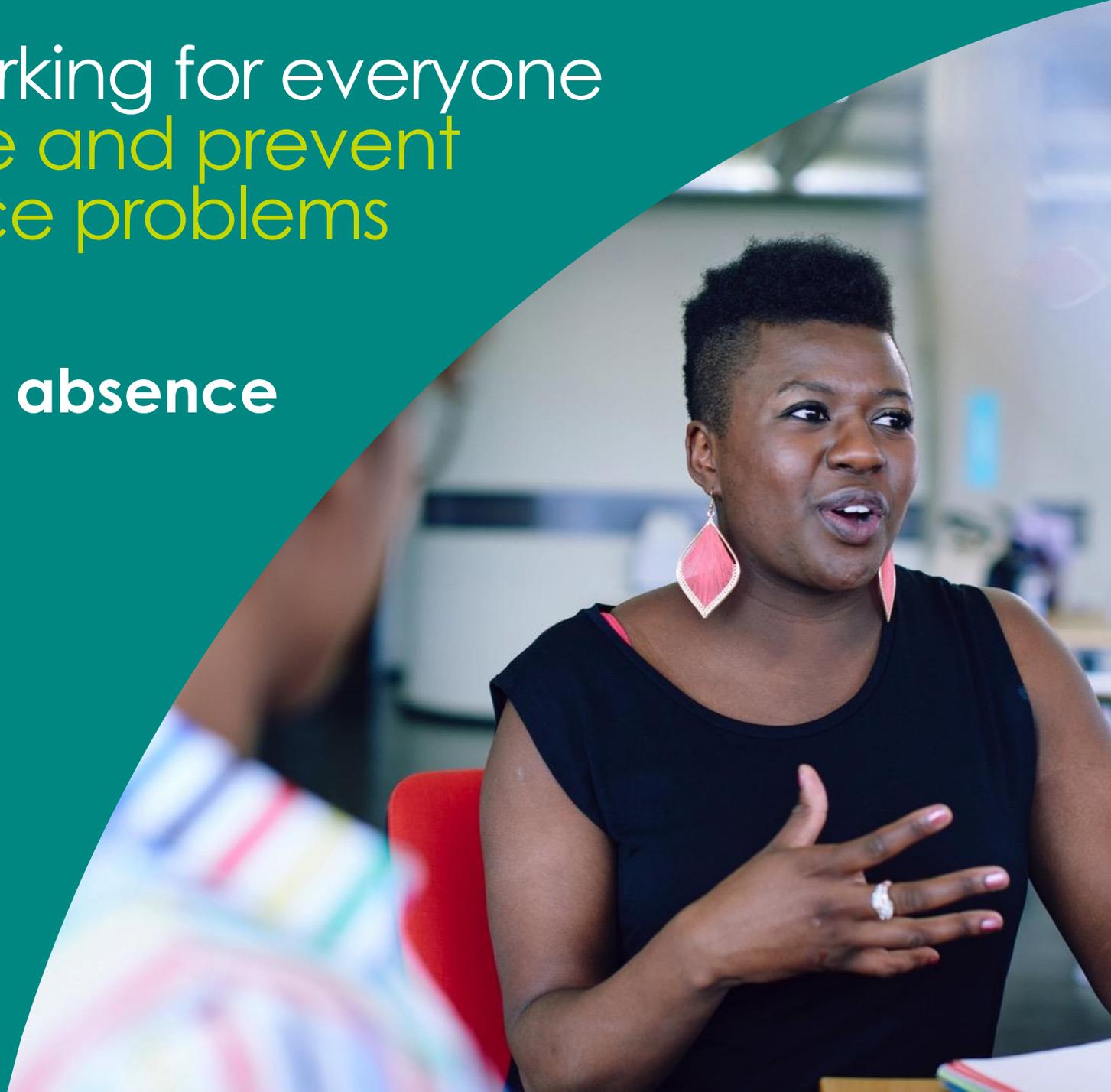


Managing absence

The webinar will begin shortly...

acas working for everyone
to resolve and prevent
workplace problems

Managing absence



Key points



- **High absence levels cause poor productivity and low morale**
- **Measuring absence provides useful management information**
- **Keep individual attendance records to monitor absence**
- **An absence policy will help both employees and managers**

Types of absence



**unauthorised
absence**

**short term
sickness**

**long term
sickness**

Creating a sick absence policy

What to include:

- Contact details
- Self certification and fit notes
- Occupational health provider
- Records of absence
- Return to work interviews
- Review points





- Discussion is confidential
- Sickness record and current fit note
- Employee's thoughts
- Absence noted
- Catch up on work issues
- Review points

- Acas Publication: [“Managing Attendance and Employee Turnover”](#)
 - [Managing absence](#) – e-learning module
 - [Managing staff absence](#): A step-by-step guide
 - <https://www.gov.uk/statutory-sick-pay>
 - [Managing staff tools and templates](#)
 - Acas training courses:
 - Managing absence at work
 - Managing long term absence
- Find a course in your area at <https://obs.acas.org.uk/>

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THANK YOU FOR ATTENDING

This webinar is part of a six part series presented by BAM and ACAS on common staff problems

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