



ABSENCE MANAGEMENT Manager's Pack

**ONLY £75
INCLUDING VAT &
POSTAGE**



It's the last week in August, you have had a fabulously warm Bank Holiday weekend (we live in hope!) - how tempting is it just to ignore that alarm and sleep off your partying by taking a 'sicky'? We've all thought about it but thinking about it and doing it are two very different things. Employees are not only absent when they are sick - other reasons may include inclement weather, teachers strike, ash clouds, sporting events (the Olympics will be upon us sooner than you think) and more - all of these need to be incorporated into your practice policies so employees are in no doubt about their responsibilities. What about the employee who asks for holiday, you turn down the request (you already have 3 people off that week) and then that employee phones in sick - you can't jump to conclusions. Is this an unauthorised absence or just a coincidence? what process should you now follow?

Unfortunately too many people take time off work, & do it often - how much does this cost your business and how does it affect the morale of other staff left to pick up the pieces? You may think that odd 'sickies' here and there are not worth acting on, however, if all you do is introduce a reporting process, have an escalation route for further action and complete a Return to Work interview, many unnecessary 'sickies' will become a thing of the past.

For many though, broaching absence is tricky so they ignore it. However, if all your policies are in place to cover all types of absence & the person conducting the return to work is trained & well informed on all the necessary legislation, they will be able to support staff and if appropriate, take the necessary disciplinary action. Our Absence Management Pack includes:

- All the relevant information you need to be aware of as the person managing the process (Time off for Dependents, Equality Act, Maternity, reasonable adjustment etc)
- Return to work forms and guidance on how to complete and conduct the interviews
- Information on what to include in your Policies & procedures
- Practical scenarios & guidance on the appropriate action to take
- Two different and clear examples to choose from on how you will measure absence (Periods of absence and the Bradford Factor)

Our pack is a full Management guide for anyone who has the responsibility for managing HR issues within your Practice. You will understand how to treat short term persistent absence, long term absence and unauthorised absence whilst implementing a fair and consistent absence management policy.

ABSENCE MANAGEMENT MANAGER'S TRAINING PACK ORDER FORM

Full Name	
Practice Name	
Address	
Post Code	
Telephone Number	
Email Address (Essential)	
Clinical System	

***Complete the form and return it with your payment -
upon receipt of order, goods will be dispatched.
Manager Packs are presented in hard-backed binders with clear,
easy to read information spines***

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