



mypeopleclub

MEMBERS

Absence Management

WORKBOOK

Absence Management



What is absence management?

Makes some notes:

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Why is it important to manage absence?

Makes some notes:

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What is presenteeism?

Makes some notes:

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Absence Management



Identify below six different reasons an employee may be absent.

Also note whether you think these reasons would be classed as short term or long-term absence?

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3:
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4:
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5:
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6:
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(Any others?) _____

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(Any others?) _____

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Absence Management



What impact did COVID have on absence rates in the UK?

Makes some notes:

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What is the average absence rate in the UK currently?

Makes some notes:

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What is the cause of a lot of stress-related absences?

Makes some notes:

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Absence Management



How can Workplaces improve absence rates?

Note 5-10 ways in which workplaces can improve absence in the workplace.

1:

6:

2:

7:

3:

8:

4:

9:

5:

10:

Any others?

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Absence Management Processes



Self-Certification

What is this and how long can an employee self cert for?

Make notes:

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Fit Note

What are these and what are their purpose?

Make notes:

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Return to Work Meetings

What are these and what are they designed to do?

Make notes:

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Absence Processes / Procedures

Why is it important to have these in place?

Make notes:

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Long Term Absence

What additional things might you consider with long term absence? Make notes:

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What About Your Workplace?



What can you do?

What are your absence processes like?
Make notes:

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What can you do?

How do you manage absence?
Make notes:

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What can you do?

What other things could you think about?
Make notes:

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Return to Work Meetings

Are these in place and executed correctly?
Make notes:

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Short Term Absence

What are your workplace sickness trigger points? Do you look for trends?

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Long Term Absence

How do you manage LTS?
Make notes:

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We hope you enjoyed this masterclass!

If you have any questions or feedback please email us at:

support@mypeopleclub.com



You will find plenty of template letters and other resources in our HR resource area of the platform, to help with absence management.

