

# Absence Management

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## Overview

Employee absence can be a significant cost to businesses. Effective absence management involves finding a balance between providing support to help employees with health problems stay in work and return to work, and taking consistent and firm action with those who try to take advantage of organisational sick pay schemes.

This course gives delegates the necessary skills and enables them to manage absence effectively to help improve employee engagement and reduce the financial impact on businesses.

## Course Content

- Understand the importance of an absence policy
- Robust procedures
- Ethics
- Reasons and causes of absence
- Managing short term absence
- Managing long term absence
- Appropriate communication
- Return to work Interview
- Review current procedures
- Practice Return To Work Interview

