

# *Business & Management*

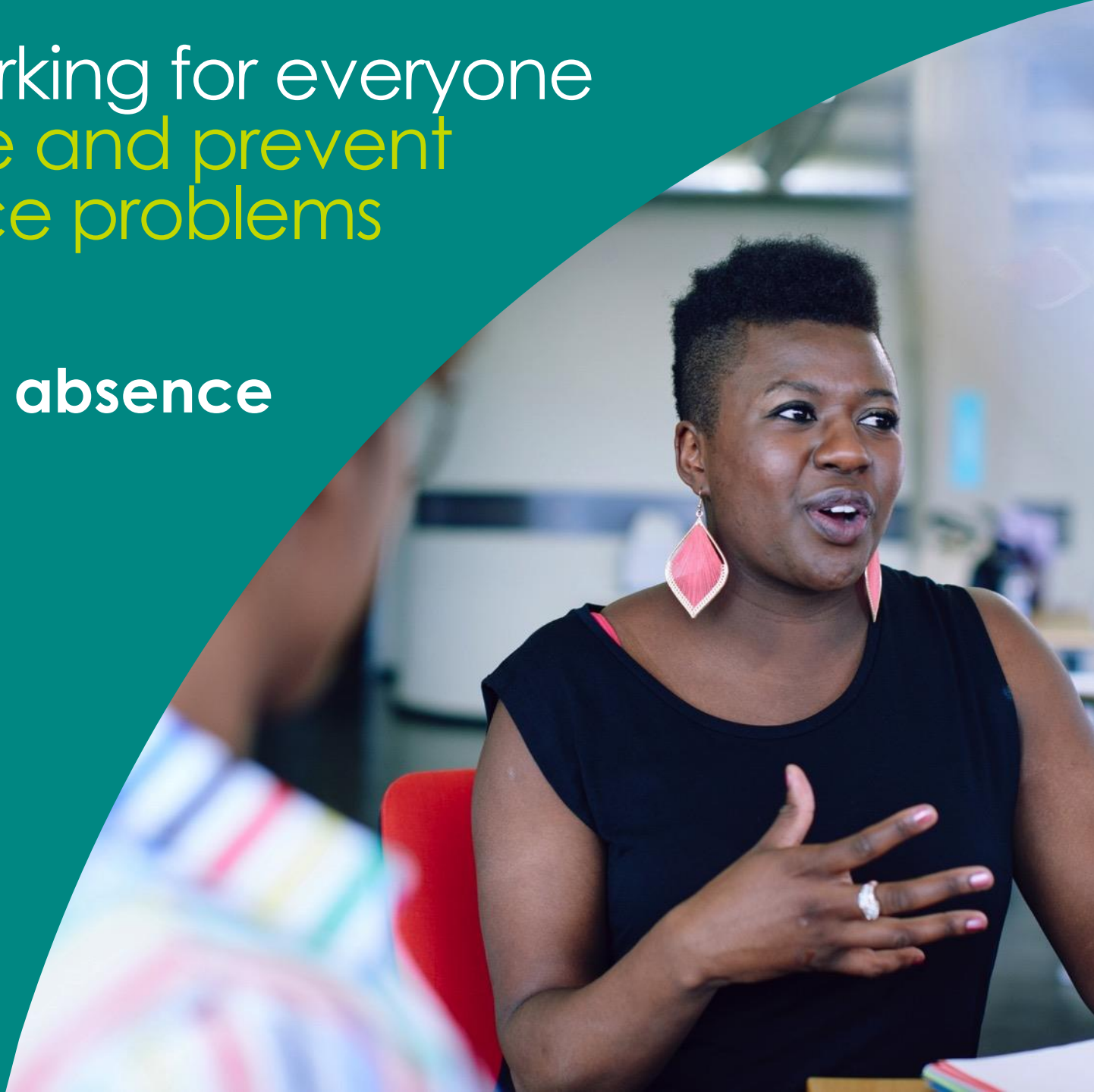


**Managing absence**

The webinar will begin shortly...

**acas** working for everyone  
to resolve and prevent  
workplace problems

## Managing absence



- **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



The diagram consists of three large, light green circles arranged horizontally. Each circle has a thick green border and contains text in a bold, dark teal font. The first circle on the left is labeled 'unauthorised absence', the middle circle is labeled 'short term sickness', and the third circle on the right is labeled 'long term sickness'.

**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

### **Contact the Business & Management Faculty**

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