

Reasons for Absence

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Learning outcomes:

- Recognise common factors which can affect the frequency and duration of absence.
- Illustrate a number of viewpoints people have towards sickness.

What you will need:

- "Incapacity Challenge" cards
- Handout 3 – Reasons for Absence

Content and suggested timings:

Permitted/planned absence	10 mins
Sickness related absence	15 mins
Summary activity	10 mins
Total duration:	35 mins

Introduction

Having looked at some of the reasons why it is important to monitor absence, explain that this session will look at the reasons why people are absent from work:

- ▶ Authorised absence includes holidays, sickness or other types of leave that have been agreed with the employer and / or where the employee has a statutory entitlement.
- ▶ Casual absence covers unauthorised leave... what some might call "throwing a sickie". Sometimes it includes those days when an employee just does not turn up and does not phone in.

Permitted/planned absence

The first activity will focus on and clarify the justified or authorised reasons for absence. Ask delegates to shout out all the different types of planned absences. Scatter these words on the flipchart. They will probably include:

- ▶ Annual leave
- ▶ Maternity, paternity, adoption, or parental leave
- ▶ Time off for public or trade union duties

- ▶ Time off to care for dependants
- ▶ Compassionate leave
- ▶ Educational leave

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