Tools for Managing Absence

Learning outcomes:

Identify the importance of managing absence.

What you will need:

Handout 4 – Fit Note example

Handout 5 – Tools for Managing Absence

Content and suggested timings:

Policy content	15 mins
Self-certification	5 mins
Doctors' fit notes	5 mins
The Bradford Factor	5 mins
Total duration:	**30 mins**

Introduction – policy content

The most effective way of managing sickness absence rates and trends is to be able to measure it and provide timely feedback to individuals who may be pushing boundaries. This is where an absence policy is critical.

It is vital to know your own policy before starting this session, and you should use your own policy as a guide throughout.

You could start by asking the delegates what they believe an absence policy should contain and what they think would support them in managing absence. Prompt towards the following answers:

▶ Responsibilities when reporting absence

▶ Procedure around self-certification and doctors' fit notes

▶ Definitions of absence

▶ Provision for sick pay

▶ Contact during absence

▶ Triggers for beginning to more actively manage absence

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