

## Short Term Sickness



**Learning outcomes:**

Explore how to manage short term sickness absence.

**What you will need:**

Handout 6 – Misconduct or Ill Health

**Content and suggested timings:**

Introduction - patterns of absence	10 mins
Sickness absence and misconduct	5 mins
Absence scenarios	25 mins
<b>Total duration:</b>	<b>40 mins</b>

### Introduction – patterns of absence

Having looked at the reasons for absence and the tools available for monitoring it, we now look at managing short term sickness absence.

**Identifying patterns - flipchart discussion** (as an alternative, split delegates into two or three groups and ask each group to take a piece of flipchart paper and list out their ideas before then presenting their ideas to the other groups.)



You may want to start this exercise asking the delegates to identify when they would typically expect there to be higher rates of staff calling in sick, legitimately or otherwise. Flipchart answers may include:

- ▶ The day before or after annual holiday/bank holiday
- ▶ Mondays and/or Fridays
- ▶ During school holidays
- ▶ Half way through a shift
- ▶ During night shifts
- ▶ After an individual has complained about being overworked/overtired
- ▶ After a period of overtime, before compulsory overtime
- ▶ Inconsistent reasons given for one to three day absences

Remind delegates that patterns of short-term sickness absence can take many shapes and forms. Reinforce the need to always consider the particular details and history of the employee in question and make a judgement in each individual case.

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