Managing Absence

Duration

1 day

Suitable For

Anyone who manages people and HR practitioners.

Objectives

By the end of the course delegates will be able to:

- Understand the legal framework relating to managing absence, including disability discrimination law.

- Understand the end to end absence management process from notification to return to work.

- Conduct a return to work interview.

- Identify the difference between short term and long-term absence and be able to confidently manage both.

- Explain the principles that need to be followed when managing absence to ensure that, where necessary, action meets the criteria for a fair dismissal.

Course content

- The legal framework (statute and case law) relating to absence.

- The cost of short term and persistent absence.

- Tools for monitoring and reviewing absence.

- Principles for managing short term absence.

- Principles for managing long term absence.

- How to request medical information from an employee.

- The definition of disability and how to identify when disability protection may be triggered.

- Making reasonable adjustments for a disablity.