



Info Sheet Absence Management

No organisation would deny that absenteeism costs them money. In fact, this single issue is estimated to affect the UK economy by around £12 billion per year. It's obvious therefore, that having employees who turn up for work regularly really protects your bottom line and efficiency.

How HR Advantage can help...

At HR Advantage, we work hard to understand why your people are taking time off. These factors can usually be easily categorised;

- There is a genuine short-term or long term sickness or illness.
- There is a self-discipline issue manifesting itself in unauthorised periods of absence or lateness.
- There are family or personal pressures - divorce, drugs, child responsibilities, etc.
- Internal stress related factors are at play - too much work, bullying from other staff, etc.
- Authorised absences - holidays, maternity/paternity, jury service or trade union duties, parental or educational leave, etc.

Once the various reasons for absence have been identified we can build a scheduled delivery programme to improve performance across the board.

Features

- We measure absenteeism across your entire organisation over a set period of time.
- We benchmark the results against our database and national averages for similar organisations.
- We can conduct "off the record" interviews and work with applicable personnel.
- We plot and present your company's particular pattern and the underlying issues affecting attendance.
- We deliver an improvement project to address the problems and provide feedback on, and recommendations for, relevant individuals.
- We train your managers on how to deal with absence issues in the future.

Benefits

- You increase the attendance and morale of all your staff.
- You contain and control this unnecessary overhead.
- You are able to establish a clear policy on absence.
- You keep in contact with employees who are genuinely absent.
- You quickly identify personnel who are not going to improve their performance.
- Attendance, motivation and reward can become a powerful business driver.

For further information on this topic or any of our other services please contact us by telephone on **+44 (0) 1494 451681** or via email at contact@hradvantage.co.uk