



MANAGING SICKNESS AND ABSENCE

Course Number
SC0421

Time Required
30 minutes

Assessment
Formal (multiple choice)

Approvals
CPD

Employee absence can be costly in terms of both lost time and money. It impacts businesses, managers, and colleagues in ways that range from them having to take on extra work or undertake additional training, to experiencing additional stress and a drop in morale.

Recommended System Requirements

- Browser: Up to date web browser
- Video: Up to date video drivers
- Memory: 1Gb+ RAM
- Download Speed: Broadband (3Mb+)

This course will help you to understand the different types of absence and Identify ways of measuring absence. It covers why you should complete return-to-work forms and how to conduct effective return-to-work meetings. The course finishes off by explaining the formal processes involved in managing absence and how to apply appropriate policies.

Suitable for:
Care, Education
and Commercial



Modules:

- The Costs and Impact of Employee Absence
- Measuring and Managing Employee Absence
- Legislation, Processes, and Pay