Managing attendance

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Everyone has had that employee at some point who is repeatedly sick on a Monday…or a Friday. Or just happens to take very long lunches. Have a look at our guide for some tips on how to curb this trend and how to deal with long term illness.

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Consider using occupational health right from the start of sickness

SICKNESS
Self-certified or with a Doctor's certificate

UNAUTHORISED ABSENCE
Late or repeated Monday morning absence

Make sure the employee is not absent due to:
- annual leave;
- maternity leave;
- emergency
and many other reasons

If the employee is on long term sick, think about what adjustments you can make

TALK TO YOUR EMPLOYEE
Do they call in by 9am (in accordance with your absence policy) or they don't call and you contact them? Ask them how they are. Keep in touch – particularly with long-term sickness. Discuss a possible phased return to work or amended duties if the GP advises that the employee "may be fit for work"

What does the employee's contract state with regards to absence?

Is the absence work-related?

RETURN TO WORK INTERVIEW
- focus on the health and wellbeing of the employee
- be positive and emphasise the value of the employee to the organisation
- be careful with the language you use
- if necessary agree any support you will provide to help them return to work and for how long this will last

Remember to record absence due to disability or pregnancy separately.

Make sure your absence policy is clear about how many days sick employees can take before you consider dismissal

TAKE ACTION
- work to improve the health of your employees
- don't stop communicating
- develop a rehabilitation programme

TAKE ACTION
- tackle the causes of stress
- improve the working environment
- be flexible about family commitments
- Involve the team

Use your disciplinary procedure where appropriate

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