



04/12/2019 09:00 - 12:30

Title: Attendance Management

Venue: DBS Managed Offices Glenfield (CR18 - Conference Room 18), The Old Rectory, Main Street, Glenfield, Leicester, LE3 8DG

Trainer: Craig Clasper

Human Resources

Attendance Management

Outline

Employee absenteeism puts significant strain on schools, in terms of costs, productivity and additional burden on colleagues. Balancing the health and welfare needs of staff with consistent practice, robust and fair procedures which ensure employees don't take advantage of unclear policy is essential for the overall productivity of a workplace.

Description

Programme:

- Identifying patterns of absence and accountability;
- Consistency, communication and fairness;
- Statement of Fitness for Work (the fit note). Are these binding? What can an employer do on receipt of a fit note?
- Absence management and the legal landscape: maternity; fit notes; unauthorised absence;
- Return to work interviews and preparing for meetings;
- Dealing with short and long term sickness absence;
- Support plans and review periods;
- How to manage long term absence. Keeping in touch;
- Support for employers and employees;
- Disability discrimination; reasonable adjustments; and dismissal.

Outcome

This course will take you through mechanisms to seek to improve attendance in your workplace and dispel myths regarding management of attendance. We will provide details of useful practices and discuss some of the key skills and techniques that can make managing absenteeism easier.

Booking Information

Lunch is not provided, coffee/tea will be available.

Anyone wishing to attend this training course who do not buy into the strategic HR service are welcome to do so, subject to availability. Please e-mail; hrservices@leics.gov.uk for availability and costs.

If you have any questions regarding accessibility please contact LTS HR or DBS Offices, Glenfield directly.

Cancellation policy:

- 1) 100% refund 14 days or more before the course starts
- 2) 50% refund between 13 and 8 days before the course starts
- 3) 0% refund between 7 and 1 days before the course starts

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Code: HR-1219-T001

Price per delegate: 55.00

Sign up deadline: 03/12/2019