



# ***Dealing with Absenteeism***

## **Aims**

Designed for Managers and Supervisors who have to deal with the curse of absenteeism, this session explores the definition and causes of absence from work management responses, the legal standing of the medical certificate and areas of possible conflict within Disability legislation are explained.

## **Objectives**

*By the end of this course you will be able to*

- Define the meaning of absenteeism in the workplace
- Understand the main causes of absenteeism
- Implement good practices to improve absenteeism
- Familiarise themselves with some useful paperwork to help control absenteeism
- Utilise a system to control absenteeism (points system)
- Conduct a return to work interview when required to do so
- Know how to deal with long term and short term absence
- Differentiate between 'alleged sickness' and 'genuine illness' and know how to deal with both
- Conduct the disciplinary hearing following a continuation of repeated absence

## **Who Should Attend**

All managers and supervisors who are responsible for attendance at work issues.

**Duration**                      1 Day