

## **Sickness Absence Management**

Prepare for, monitor and manage sickness absence effectively to reduce its impact on the organisation.

**Module Duration:** 35mins

This module has been developed in line with ACAS and general best practice to help organisations effectively manage sickness absence and support their employees back to work.

*Everything we do is to improve the working life and empower practice staff to help enhance the patient experience.*

Most organisations are all too aware of the direct cost of sickness absence; these being statutory sick pay, occupational sick pay, paying overtime and temporary cover for the person absent. But the non-direct financial costs are problematic too. Team morale and productivity within the wider team can be affected, having an impact on the performance of the organisation.

This is why it is key for managers and employees to understand how to manage sickness absence effectively.

This module will help managers to be prepared, have the right policies, procedures and documentation available. It will explain the difference between regular short term absence and a period of long term absence, and handle these accordingly.

The module aims to advise you how to prepare for the individuals return to work and how to ensure they return quickly and comfortably, and have the right conversations to deal with sensitive or concerning situations.

A blended approach is utilised with each module containing relevant theory alongside interactive activities and opportunities for reflection. An end of module assessment will evaluate your understanding of the content covered and individuals will receive a certificate of successful study, whilst a learning review document will allow individuals to recap the key elements covered at another time.

### **Benefits of Sickness Absence Management**

- A** Planning and preparing for sickness absence of employees
- A** Minimise the impact of sickness absence on the organisations performance
- A** Monitoring and managing unsatisfactory sickness absence levels

### **Sickness Absence Management Module Structure**

- A** Preparing for Sickness Absence
- A** Effects of sickness absence on an organisation
- A** Common types of sickness absence
- A** Dealing with short-term sickness absence
- A** Dealing with long-term sickness absence
- A** Returning to work
- A** Disability and absence
- A** Module Review Assessment
- A** Certificate of Completion (70% pass grade)
- A** Module Learning Review Document

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