

Managing Sickness and Absence

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.

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.

Course	Module Number	Module Name	Pass % Required
Managing Sickness and Absence	1	The Costs and Impact of Employee Absence	70
Managing Sickness and Absence	2	Measuring and Managing Employee Absence	70
Managing Sickness and Absence	3	Legislation, Processes, and Pay	70

Recommended System Requirements

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

Duration: 30 minutes (*Note: This is based on the amount of video content shown and is rounded off. It does not account in any way for loading time or thinking time on the questions.*)