

8 KEY TIPS

Managing Sickness Absence

1

Understand Policies

Familiarise yourself with your specific sickness absence policy and procedure and the requirements to be followed.

2

Monitor Absences

Review any absence triggers to manage and address attendance issues proactively.

3

Ensure Consistency

Apply the policy and procedures consistently.

4

Complete Return to Work Interviews

Complete RTW interviews on each occasion including understanding any underlying causes and/or cause for concern.

5

Support Employees

Discuss necessary support or reasonable adjustments required to enable effective attendance and/or to support return to work.

6

Keep Records

Keep records and check absence reporting and certification procedures were followed.

7

Promote Wellbeing

Take proactive steps to support health and well-being in the workplace.

8

Know Sick Pay Entitlements

Be aware of employees' sick pay entitlements, including when those entitlements may be exhausted.



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