

Attendance Management Level 1



131m working days are lost to sickness absence every year.

4.4 days are lost on average for each worker due to **sickness absence**.

42% of employees experience **at least one period of sickness absence** in a year.

7% of employees take periods of sickness absence **lasting 2 weeks or more**.



1 in 3 of employees with a **long-term health condition** have **not discussed it with their employer**.

Main causes for lost working days

Musculoskeletal conditions



Minor illnesses (coughs and colds)



Stress, anxiety or depression



Attending work whilst sick leads to **reduced productivity** and increases the chances of **passing on infectious illness** to someone else.



Employers spend **£9 billion** each year on sick pay and associated costs.

The costs of presenteeism can be **one and a half times greater** than that of **absenteeism**.



52% of employees report having **access to occupational health** through their work.

Supporting employees at work and **helping them get back to work** as soon as possible can help maintain an employee's **health and wellbeing** and improve organisational **effectiveness**.



Attendance Management Level 1: Criteria

Local/National Resources:



Develop and implement an attendance/absence policy which addresses short and long-term absence.

Guidance:

- Having a clear attendance/ absence policy in place will provide clarity for employees about how the organisation manages attendance and absence. Employees should know what they should do if they become sick and need to take time off work.
- The policy should:
 - » Include how to report absences, including who the employee should contact and when
 - » Cover when the employee needs to get a sick note/ the process for self-certification
 - » Document return to work procedures
 - » Outline how and when to keep in touch (contact should be maintained with absent employees during their absence and to ease their return to work)
 - » Outline how the employer keeps track of absence and if they set any review or 'trigger' points
 - » Explain when reasonable adjustments may be available
 - » Include support offered to employees (e.g. occupational health or an employee assistance programme (EAP) and further information)
 - » Cover information on sick pay
- Consider how you will ensure that employees are aware of the policy and that it is adhered to.
- The policy should be reviewed regularly and kept up to date.
- Consider sending the policy to employees to sign when they have read it, including in induction/ handbooks, highlighting in job advertisements and letters of appointment

WWW policy guidance [template](#).

ACAS managing attendance [booklet](#) and absence from work [guidance](#).

HSE managing sick [leave](#) and return to work [information](#).

NICE long term sickness absence [guidance](#).

Bradford Factor [calculator](#).

Gov.uk statutory leave and time off [guidance](#)

ICO data protection [guidance](#).



Accurately record sickness absence including reasons for absence.

Guidance:

- Accurately recording and reviewing can help organisations to spot any trends in absences, effectively support employees and provide useful insight into the ways in which the workplace can have an influence on absence levels.
- Ensure to adhere to GDPR legislation when collecting and storing details about employees and their health and sickness records.