

# Attendance Management Level 2



**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



**31m days**

Minor illnesses (coughs and colds)



**27m days**

Stress, anxiety or depression



**15m days**

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**.



	<b>Attendance Management Level 2: Criteria</b>	<b>Local/National Resources:</b>
	<p><b>Analyse sickness absence data including the information provided on self-certification forms to establish trends in absence and ensure interventions are put into place when appropriate.</b></p> <p><b>Guidance:</b></p> <ul style="list-style-type: none"> <li>• Consider how managers/ supervisors are regularly informed of absence rates and main causes.</li> <li>• Consider using absence trigger systems</li> </ul>	<p><b>Attendance management guidance</b>  ACAS managing attendance <a href="#">booklet</a> and absence from work <a href="#">guidance</a>.  WWW policy guidance <a href="#">template</a>.  HSE managing sick leave and return to work <a href="#">information</a>.  NICE long term sickness absence <a href="#">guidance</a></p> <p>Bradford Factor <a href="#">calculator</a>.  Gov.uk statutory <a href="#">leave and time off guidance</a></p> <p>.....  <b>Training</b>  ACAS free <a href="#">e-learning</a> (includes contracts, <a href="#">hours and pay</a>; dealing with workplace problems; equality, diversity and inclusion; health and wellbeing; leave and time off; managing people and performance)</p> <p><b>Fit notes</b>  ACAS fit notes <a href="#">guidance</a>.  Gov.UK fit notes <a href="#">guidance</a>.</p> <p>.....</p>
	<p><b>Ensure documented return to work procedures are followed and return to work interviews are conducted when appropriate.</b></p> <p><b>Guidance:</b></p> <ul style="list-style-type: none"> <li>• Well-planned and well-executed return to work process will have substantial positive benefits for an employee’s wellbeing and prevent potential relapses</li> <li>• It is important to co-produce return to work plans with employees and review regularly following long term absence</li> </ul>	
	<p><b>Ensure managers/ supervisors are supported to deal with attendance/ absence management.</b></p> <p><b>Guidance:</b></p> <ul style="list-style-type: none"> <li>• It is important that managers/ supervisors know how to deal with sickness absence legally, appropriately and fairly.</li> <li>• This could include providing relevant information, instruction and/or training on attendance management or guidance from HR/Occupational Health</li> </ul>	
	<p><b>Ensure that your organisation follows recommendations on fit notes with regular review points to establish effectiveness and consider whether further intervention is needed.</b></p> <p><b>Guidance:</b></p> <ul style="list-style-type: none"> <li>• Fit notes are issued by health professionals to people to provide evidence of the advice they have given about their fitness for work.</li> <li>• Consider your organisation’s approach and relevant policies.</li> </ul>	

## Attendance Management Level 2: Criteria

## Local/National Resources:



**When appropriate and to comply with the provisions of the Equality Act, ensure that your organisation considers making reasonable adjustments to work patterns, structures and the environment to facilitate employees with difficulties to return to/stay in work.**

### Guidance:

- It is important that employees with long term conditions are given appropriate support to stay in work
- It is a legal requirement for organisations to consider reasonable adjustment for employees with a disability
- Reasonable adjustments should be mutually agreed between the organisation and employee where possible. Examples of reasonable adjustments include but are not limited to:
  - » Flexible working hours.
  - » Changes to certain tasks.
  - » Adapting the recruitment process to accommodate candidates with disabilities.
  - » Making physical changes to the workplace, such as installing a wheelchair ramp.
  - » Providing equipment or assistive technology such as raised desk, specialist keyboards or screen readers.
  - » Allowing employees who become disabled to make a phased return to work, including flexible hours or part-time working.

**Reasonable adjustments**  
ACAS reasonable adjustments [information](#)  
NICE workplace adjustments [recommendations](#)  
Gov.UK reasonable adjustments [information](#)  
Gov.UK Access to work information and [application](#);  
TUC Reasonable adjustments disability passport [webpage](#)



**Implement proactive attendance management protocol/ processes by providing support to all employees.**

### Guidance:

- This could include the provision of and availability of internal programmes (i.e. providing accurate and regular health information, offering workshops/training), to encourage employees to take responsibility for their own health and wellbeing to positively influence absence rates. For example, allowing employees time to attend external classes which have been identified to have a positive effect on health and wellbeing
- If appropriate, consider encouraging employees with health and wellbeing training/ knowledge to disseminate this across the organisation through, for example, introducing lunchtime activities/lunch n learns