

# Effective sickness and absence management in the workplace

## Location & Date

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**Date:** 31st January 2019

**Time:** 09:30 - 16:30

**Location:**

Law Society of Scotland

Atria One, 144 Morrison Street, Edinburgh, EH3 8EX, United Kingdom

**CPD Hours:** 5hours 30minutes

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## Book by 23 November to save 20% with our early bird rate

The control of absence is a major issue facing all businesses.

While absence may impact productivity and cause significant operational challenges, it is vital that employers know how to handle individual situations competently and within the law.

Register now for this one-day workshop to develop a practical framework - linked with an understanding of employee rights and duties - which will help control and reduce the number of work days lost through absence.

Are you a solicitor specialising in employment law or discrimination law? We offer specialist accreditation in both areas, and you may qualify to apply. To find out more see **Specialist Accreditation**

## Learning outcomes

- Legal framework within which absences must be dealt with
- Six major causes of absence from work
- Good practice for minimising unauthorised employee absence
- How to conduct back to work interviews, employee counselling sessions and formal meetings
- The impact of the Disability Discrimination Act when dealing with absence
- Good practice in dealing with different types of absence: long term, persistent, short term, illness, unauthorised
- Barriers to dealing effectively with employee absence
- Proper disciplinary procedures for use when faced with unauthorised absence
- Employees' legal rights to unauthorised absence and how to address these

## Trainer - Bill Templeton, RPL Partnership

Bill Templeton is an accomplished manager, employment law and health and safety specialist with more than 35 years' experience in virtually every business sector.

Bill provides bespoke training in a number of areas including employment law, equality and diversity, managing absence, dealing with difficult situations and a number of health and safety at work areas, including risk assessment, for clients in both the public and private sectors.

## Prices

**Reduced rate** (Trainees, new members, accredited paralegals)

- £245 + VAT
- £195 + VAT (more than one place)

**Member rate**

- £295 + VAT
- £245 + VAT (more than one place)

**Non-member rate**

- £345 + VAT
- £295 + VAT (more than one place)

**Unemployed member**

- £195 + VAT

To book more than one place, enquire about bespoke and/ or in-house training please email [CPD@lawscot.org.uk](mailto:CPD@lawscot.org.uk)

## Programme Details

09:00 - 09:30	Registration and refreshments
09:30 - 11:00	<p>Session one: Introduction to sickness and absence management - law, causes and barriers</p> <ul style="list-style-type: none"> <li>• The legal framework</li> <li>• The six main causes of absence from work.</li> <li>• The barriers to effective absence management – record keeping/back to work interviews etc.</li> </ul> <p>The tutor will introduce the days training. Delegates will be encouraged to participate in debate, ask questions and challenge points made by the tutor.</p>
11:00 - 11:15	Refreshments break
11:30 - 12:30	<p>Session two: Managing an employee’s return to work</p> <ul style="list-style-type: none"> <li>• Handling back to work interviews, employee counselling and formal meetings with your employees to discuss absence</li> <li>• Active listening and questioning skills</li> </ul> <p>After an overview, participants will participate in a quiz to underline the importance of active listening.</p>
12:30 - 13:00	Lunch and refreshments
13:00 - 14:15	<p>Session three: Identifying and managing different types of absence</p> <ul style="list-style-type: none"> <li>• The Bradford Formula – advantages and disadvantages – should this always be used?</li> <li>• Dealing with different kinds of absence, short term, long terms, skiving, genuine illness, sports injuries</li> <li>• Proper discipline procedures and their interaction with unauthorised absence</li> <li>• Time off for family emergencies / bereavement / religious observance etc</li> </ul> <p>Through a mixture of teaching, written exercises and role-play participants will explore how to identify and control different types of absence.</p>
14:15 - 14:30	Refreshments break
14:30 - 15:30	<p>Session four: Stress and disability</p> <ul style="list-style-type: none"> <li>• Stress</li> <li>• Disability Discrimination</li> </ul> <p>Participants will discuss the impact of disability and stress on absence management.</p>

15:30 - 15:55                      Session five: Questions and wrap up

15:55 - 16:00                      Final comments and end of course