



# Absence management

**The easiest way to control absence is to put a defined policy in place. The hard part is getting your workforce to stick to that policy.**

It might be even more difficult to get line managers to do their bit. This can be time consuming and costly, and that's why we offer a system to manage as much as possible automatically.

Once an absence has been logged, you can set up the system to automatically send email alerts to specified target audiences on the basis of your chosen criteria. For example, if it's your policy that a doctor's certificate is needed after five consecutive days' absence, a reminder email can be sent to the employee concerned and their line manager.

More importantly, you can monitor the more common causes for long-term absence such as stress-related illness or back problems. Catching these cases early lets you intervene and put a sensible policy in place, which will reduce the absence and its related costs.

You can configure your own reporting requirements for each type of absence, which means you can spot and analyse patterns of absence and potential areas of trouble in your organisation. And, most importantly, you'll be able to see how much absence is costing you using specific measurables. So you take control.

## Features

- Define the categories of absence you wish to monitor
- Nominate line managers or selected individuals to add in-depth absence information
- Automate system alerts based on:
  - defined categories of absence
  - department
  - line manager
  - individual employee
  - Bradford Factor score, etc
- Automatically send absence information to external or internal occupational health resource or directly to the insurer
- Measure and monitor how much absence costs you
- Reduce costs and management overheads
- Review individual absence records
- Measure and monitor how much absence costs you

For further information please contact

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