



totally management ltd

your business is **our** business

Dealing with Absenteeism

Is your business adversely affected by your employees' absences or do you simply want practical guide about dealing with this issue whether or not you currently have a problem?

Then this training delivered by a solicitor is for you! The event will include:

- **Effect of employees' absences on your business**
- Most common reasons for absences
- **Identifying the real reasons for the absences as opposed to the ones given**
- Managing and containing persistent short-term absences
- **Managing and containing long-term absences**
- Managing absences due to ill-health, including stress and the effect of the Disability Discrimination Act
- **Making effective medical referrals**
- Absenteeism and incapability
- **Absenteeism and the disciplinary procedure**
- Employees pay entitlement during periods of absences
- **Keeping records**
- Where to get further help