

Duration

1 day

Suitable For

For any manager.

Objectives

By the end of the course delegates will be able to:

- Understand the legal framework relating to managing absence.
- Identify the difference between short term and long-term absence.
- Explain the principles that need to be followed when managing short and long-term absence to ensure action meets the criteria for a fair dismissal.
- Conduct a return to work interview.

Course content

- The legal framework (statute and case law) relating to absence.
- The cost of short term and persistent absence.
- Tools for monitoring and reviewing absence.
- Principles for managing short term absence.
- Principles for managing long term absence.
- How to request medical information from an employee.
- The definition of disability and how to identify when disability protection may be triggered.