Attendance Management XpertHR

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Summary

- It is important for employers to adopt and implement an attendance management policy and, for this, an accurate assessment of absence levels and patterns will be necessary.

- The main aim of an attendance procedure is to encourage reliable attendance among all employees. The procedure will be triggered when an employee reaches a certain level of absence and usually will consist of a number of defined stages. *See* Devising an Attendance Procedure, Trigger Mechanisms and Stages of an Attendance Procedure.

- http://www.xperthr.com/best-practice-manual/attendance-management/6503/#devising-attendance-procedure

- Where a stage of the attendance procedure is activated, the employee should be invited to a formal attendance review meeting, which usually will result in a warning for unsatisfactory attendance.

- There must be clear rules on the reporting of all periods of absence, and absence levels should be recorded

consistently and accurately.

- o Conducting return-to-work interviews is one of the most effective ways of facilitating reliable employee attendance.

- o In addition to compiling statistics on the number of days lost to absence, an employer wishing to manage attendance effectively will need to establish why employees fail to attend work and consider ways of encouraging higher levels of attendance. *See* Possible Causes of Frequent Non-Attendance, Flexible Working Practices, Policy on Domestic Emergencies, Attendance Incentives and Personal Days.
- o Consistency between attendance procedures and other policies and procedures will be essential.

- o It can be helpful for employers to maintain some discretion over the payment of sick pay, thus allowing management to decline or withdraw payment from a particular employee if there is a proper reason to do so.

- o It should be made clear that disciplinary action will be taken against employees who take time off work without a good reason or without providing proper notification.