

Social & Corporate Responsibility

Absence Management

Whether planned or unplanned, short or long term, employee absence can affect productivity and morale at work. That's why it's so important for both the employer and the employee to work together to keep unplanned absences down while managing planned absences. This module will illustrate general best practice for reporting and certificating sickness absence at work, handling your return to work and touching on serious and long-term illness. It will also explore the various possibilities for contractual planned absence and detail an employee's statutory rights for parental leave and the return to work.

In this Module

Videoscribe explainer video, with professional audio (duration: 03:19)

English Subtitles

12 Expanded learning content blocks in the module format

'Check my understanding'
5 Question knowledge check

Top Tips

1. Report all unplanned absences to your employer as per their guidelines
2. Remember to get Fit Notes to certify your absence if you're away for more than a week
3. Arrange all planned absences with your employer and make sure you know what you're entitled to

