

MANAGING ABSENTEEISM AND SICK LEAVE ABUSE

Duration: ½ day

Objective

To provide delegates with an in-depth overview and effective strategy on how to deal with and reduce absenteeism and sick leave abuse in the workplace. Practical advice and guidance on managing short- and long-term absence, using incapacity and/or disciplinary procedures.

Design

• Understanding absenteeism

- Definition of absenteeism – authorised vs unauthorised
- Types of absenteeism – voluntary vs involuntary
- Causes of absenteeism – from leadership problems to medical issues
- Absenteeism costs and consequences of excessive sick leave
- Predictors of absenteeism in the workplace

• Exposition of the Law – Labour Relations Act and Basic Conditions of Employment Act

• Incapacity & misconduct procedures

• Absenteeism scenarios

- Persistent and excessive absence due to illness and/or factors beyond the employee's control
- Prolonged ill-health, disease and disability (long-term absence)
- Absence without leave (AWOL)

Target group

ER/IR staff, HR specialists and Management.

