

The Acid Test - How good are you at managing employee absence?

Managing unplanned absences

	yes	no
I know my company's current absence level	<input type="checkbox"/>	<input type="checkbox"/>
Time lost to unplanned absences is below 3%	<input type="checkbox"/>	<input type="checkbox"/>
My company has set trigger actions and managers apply them consistently	<input type="checkbox"/>	<input type="checkbox"/>

Challenging the need for employees to be absent from work

Employees at risk of long-term absence are referred to OH	<input type="checkbox"/>	<input type="checkbox"/>
My line managers regularly meet long-term absentees in person	<input type="checkbox"/>	<input type="checkbox"/>
Return-to-works are carried out consistently on the day of return	<input type="checkbox"/>	<input type="checkbox"/>

Tackling the cost of absence to your business

Our sick pay costs are down compared to last year	<input type="checkbox"/>	<input type="checkbox"/>
I am sure we aren't paying absentees whom we shouldn't pay	<input type="checkbox"/>	<input type="checkbox"/>
Our absence levels do not affect our client retention	<input type="checkbox"/>	<input type="checkbox"/>

Understanding the drivers and intervening early

I know what the main causes of absence are (e.g. stress, infections etc.)	<input type="checkbox"/>	<input type="checkbox"/>
My company offers an Employee Assistance Programme	<input type="checkbox"/>	<input type="checkbox"/>
I organise employee wellbeing or engagement initiatives	<input type="checkbox"/>	<input type="checkbox"/>

Now count how many times you answered "yes" to find out your score

Your results

- 10 to 12** **EXCELLENT** - You are among the 3,5% of companies that understand and collect data on absence, meaning that you are already saving a lot of money.
- 6 to 9** You are doing **VERY WELL** and have successfully implemented some essential aspects of good absence management. However, a lot remains to be done and it can a huge job. Implementing the right technology to look after your absence recording and reporting could be of great benefit and would let you concentrate on your core business.
- 0 to 5** You **CAN DEFINITELY DO BETTER**. This area doesn't seem to be of concern to you surely because you have other tasks ahead. But did you know you **CAN SAVE UP TO £300** per employee per day by lowering your absence levels?