

## 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

- |                 |  |
|-----------------|--|
| <b>10 to 12</b> | <b>EXCELLENT</b> - 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.  |
| <b>6 to 9</b>   | You are doing <b>VERY WELL</b> 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. |
| <b>0 to 5</b>   | You <b>CAN DEFINITELY DO BETTER</b> . This area doesn't seem to be of concern to you surely because you have other tasks ahead. But did you know you <b>CAN SAVE UP TO £300</b> per employee per day by lowering your absence levels?  |