Managing Absence

THE ROLE OF THE SUPERVISOR/MANAGER

1. To monitor and record all absences in your own department.
2. To conduct “return to work” interviews.
3. To understand the link between attendance and motivation.
4. To understand that motivation and morale of employees in your department is your responsibility.
5. To determine the true cause of non-attendance by questioning and listening effectively.
6. To consider what options may be offered to employees to help them meet the required standard.
7. To understand the Company’s policies and procedures for dealing with absence.
8. To treat all employees fairly, reasonably and consistently.
9. To review attendance records regularly.
10. To invoke disciplinary action if problem is not resolved by informal disciplinary interview.

Disclaimer: While we make every effort to ensure that the contents of this document are accurate the advice given should not be relied upon as a definitive legal statement.