

A close-up photograph of a yellow tab with the word "absence" printed on it. The tab is part of a collection of other colorful tabs, including green, blue, purple, red, and orange, which are slightly out of focus in the background. The tabs appear to be part of a binder or folder system.

absence

Managing Staff Sickness Absence

Alison Hall



Managing Staff Sickness Absence:

The Management of Staff Sickness Absence in the National Probation Service Great Britain: National Audit Office, Sir John Bourn, 2006-04-26 This NAO report examines sick leave in the National Probation Service which was running at 12.3 days per person in the 2004/05 period at a cost of 31.6 million. A number of recommendations have been set out as follows: That the National Probation Directorate should agree with the Chief Probation Officer a consistent minimum standard for collecting and reporting sickness absence data in their areas. This in turn could be used to produce comparative analyses and offer a basis to diagnose the causes of sickness absence. An upgrade in some areas of their information technology systems should occur so that better management information can be compiled. All probation areas should implement the mandatory elements of the national policy on sickness absence. All Chief Officers should review their action plans for reducing sickness absence. Sickness absence should be managed effectively but sympathetically by including return to work interviews along with a means of distinguishing between avoidable and unavoidable sickness absences and addressing the culture of absenteeism. Long term sickness absence should be reviewed as a matter of urgency. Policies relating to work life balance should be implemented nationally.

The management of staff sickness absence in the Department for Transport and its agencies Great Britain: National Audit Office, 2007-06-08 Ministers have challenged all Departments to reduce their 2004 sickness rates by 30% by 2010. This report looks at the sickness levels in the Department of Transport and its seven executive agencies which average 10.4 days sickness for each full time employee compared to a Civil Service average of 9.8 days. However the performance is varied. The central Department and four agencies have sickness levels at or below comparable organisations but three agencies have higher levels and the Driving Standards Agency and the Driver and Vehicle Licensing Agency have absence rates of 13.1 and 14 days respectively. If there is going to be a significant change there needs to be action at the corporate and individual business level. Corporately there needs to be targets for each part of the Department tailored to circumstances. Quality standards for recording sickness with the provision of management information a consistent framework for evaluating initiatives and sharing good practice. At a business level more could be done to ensure that line managers were aware of their responsibilities and improve intervention in long term cases.

The management of staff sickness absence in the Department for Transport and its agencies Great Britain: Parliament: House of Commons: Committee of Public Accounts, 2007-11-20 The Department of Transport and its seven executive agencies average 10.4 days of sickness for each full time employee compared to a Civil Service average of 9.8 days. However the performance is varied. The central Department and four agencies have sickness levels at or below comparable organisations but the Driving Standards Agency and the Driver and Vehicle Licensing Agency have absence rates of 13.1 and 14 days respectively. On the basis of a Comptroller and Auditor General's report the Committee have examined current sickness levels in the Department and actions being taken to meet their 2010 targets. They conclude that the Agencies need a better understanding of why some

staff take so much sick leave Although there appears to be a correlation with low paid repetitive administrative jobs there are also concerns about leadership within the Department Measures have therefore been taken to strengthen management in areas involving repetitive work

Managing People Hall, Alison,2003-10-01 This work is a practical guide to people management for line managers in Higher Education It guides readers through the employment cycle from recruitment to parting company addressing en route those issues that cause line managers to lose most sleep **EBOOK: Managing People** Alison Hall,2003-10-16 The most important asset of any university or college is its staff yet the majority of line managers in higher education institutions are not appointed on the basis of their experience of or expertise in managing people This book is a practical guide to people management for these managers With contributions from Professor Robin Middlehurst Tom Kennie and Catherine Simm Alison Hall guides readers through the employment cycle from recruitment to parting company addressing en route those issues that cause line managers to lose most sleep Illustrated throughout with case studies and examples of best practice the book provides a guide to effective and legal recruitment and selection managing the crucial early days of an appointment leadership team building measuring performance and appraisal managing tricky situations such as sickness absence discipline stress harassment and grievances handling the end of an employment relationship fairly Managing People will be essential reading for HE managers staff in Human Resource departments consultants and students and staff involved in HR courses A Busy Manager's Guide to Managing Staff Lynda

Macdonald,2008-04 Practical guide for managers who face a range of problems associated with employees behaviour attendance performance and general conduct at work Managers and supervisors at all levels within all sizes and types of organisation will benefit from this comprehensive guide which is designed to provide a straightforward and intelligible explanation of relevant employment law and practical hands on guidance on how to deal with problems at work *A Nurse's Survival Guide to Leadership and Management on the Ward* Jenny Thomas,2012-11-06 Are you managing other people If so you will find this an indispensable guide to situations and problems faced by ward managers sisters and charge nurses today This new edition retains the book's practical approach providing hints and tips on cutting through bureaucracy to ensure patient care remains uppermost on your agenda This book will help you to Manage your time Create a positive work environment Ensure care is patient centred Manage your budget Be politically aware Manage difficult staff and situations This book will help you to Organise yourself and your workload Manage staff people and difficult situations Make sure care is patient centred Manage your budget Deal with complaints Handle staff recruitment Be a good role model This new edition retains the book's practical approach providing hints and tips on cutting through bureaucracy to ensure patient care remains uppermost on your agenda Reflects the most recent developments affecting ward management including the current national focus on quality indicators and working within tighter budgets A new chapter on Improving Quality and Safety explains the national quality initiatives and their impact as well as taking you through the practical processes of

handling complaints and incidents Updated guidance on pertinent issues such as whistle blowing and safeguarding **A Clinician's Survival Guide to Leadership and Management on the Ward - E-Book** Brian Dolan,Amy Lochtie,Krishna Gohil,2024-04-06 When you become a ward or unit manager or allied health professionals team leader your responsibilities change and you need a very different set of skills compared with your previous roles You are now required to manage a team of staff with a set budget and are responsible for maintaining an environment in which people can work together efficiently and effectively This new fourth edition of the Survival Guide to Leadership and Management on the Ward welcomes AHP Krishna Gohil to the author team of nurses Brian Dolan and Amy Lochtie and thereby extends its guidance on these crucial skills to both nurses and allied health professionals Focuses on both nursing and allied health professionals who are in the role of ward managers unit managers or team leaders or aspire to be so Significantly builds on how to understand your role work with different generations in the workplace and manage difficult situations Includes greater emphasis on self care and self compassion for leaders and managers Covers leading teams in the context of enduring financial and staffing constraints

Armstrong's Handbook of Human Resource Management Practice Michael Armstrong,2012-05-03 Armstrong s Handbook of Human Resource Management is the classic text for all students and practitioners of HRM Providing a complete resource for understanding and implementing HR in relation to the needs of the business as a whole it includes in depth coverage of all the key areas essential to the HR function The 12th edition has been radically updated to create a cutting edge textbook which encourages and facilitates effective learning Comprehensive online support material is provided for the instructor student and now also the practitioner providing a complete resource for teaching and self learning The text has been updated to include all the latest developments in HRM and now includes two new sections covering HR skills and toolkits Occupational Health: A Practical Guide for Managers Dr. Ann Fingret,Alan Smith,2013-02-01 New legislation and recommended working practices demand that every organisation considers carefully the health of its workforce Occupational Health A Practical Guide for Managers offers a comprehensive view of health and safety issues at work The range of people it aims to appeal to reflects the interdisciplinary nature of this subject Personnel professionals managers and occupational health practitioners alike will find it an invaluable resource

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