



Training & Development for Your Business Workshop Outline (1 day)

In association with D3 Employee Solutions

Managing Absence and Time-Off

Who is this course designed for?

Managers and business owners who need to know when they must permit time-off and when they can refuse; and how to handle excessive absence, unauthorised time-off and long-term incapability due to ill-health.

HR Officers who need to build or refresh their knowledge

What are the course objectives?

- To describe the circumstances under which employees must be granted time-off as governed by their employment contracts and by a variety of regulations
- To explore practical ways of reducing absence levels at work amongst both teams and individuals
- To explain how you can effectively deal with individuals who take unauthorised leave or excessive sick leave
- To examine when it may be fair to dismiss a person who is absent due to sickness

What's in the course?

- Understanding when employees do and don't have the right to paid/unpaid time-off, including:
 - Holiday entitlements
 - Rest breaks
 - Leave for carers and parents
 - Sick leave
 - Family emergencies
 - Statutory rights to time-off
- Managing excessive short-term absence e.g. due to sickness
- Managing unauthorised time-off
- Managing long-term sickness absence

Our approach to this course:

theory and discussion	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	participation in group / individual activities	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	workbook exercises	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
practice exercises	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	presentations (informal and / or formal)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	handouts	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
case studies	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	written / multiple choice test	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	work based assignment	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Does the course contribute to a linked qualification? (if applicable)

[Attendance certificates will be issued for every course]

a)	Unit towards ILM (First Line Management):	AWARD	Yes <input type="checkbox"/>	CERTIFICATE	Yes <input type="checkbox"/>	DIPLOMA	Yes <input type="checkbox"/>
b)	Unit towards NVQ (relevant topic)	LEVEL 2	Yes <input type="checkbox"/>	LEVEL 3	Yes <input type="checkbox"/>		
c)	Relevant 'thin' qualification		Yes <input type="checkbox"/>				
d)	Unit towards ECDL		Yes <input type="checkbox"/>				
e)	CPD for CIPD members		Yes <input checked="" type="checkbox"/>				

What next? Please CONTACT US to book this course, or for:

1)	More information about the linked qualification	Yes <input type="checkbox"/>
2)	Our latest schedules of courses	Yes <input type="checkbox"/>
3)	Making an appointment to discuss your business needs	Yes <input type="checkbox"/>

Price: £195
(+ VAT)
1-day workshop

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