



Long Term Absence

Essential HR and Employment Law Training



Introduction

Employers are often unsure how to handle long term absence, particularly when dealing with conditions covered by provisions under the Equality Act 2010. In this session, we discuss how to hold sometimes difficult and emotional conversations, how and when to utilise external support and why positive action can provide the basis for legally sound decisions.



Course Duration

SSG offer this module as part of a full or half day course.



Who Should Attend

- SME Owners
- Directors and Senior Managers
- Team Leaders and Supervisors



Course Programme

The course will be broken down into the following modules:

- Potential Outcomes of Long Term Absence - Case Study
- Disabilities and the Equality Act 2010
- Your Responsibilities and 'Duty of Care'

On completion of the course delegates will be able to:

- Identify different types of absence
- Develop an understanding for underlying causes
- Understand the provisions of the Equality Act 2010 regarding disabilities
- Put together a framework of actions to be completed when dealing with long term absence
- Appreciate the importance of pastoral care, occupational health support and positive communication



Certification and Assessment

Attendance certificates will be issued after course completion and are valid for three years. It is recommended that certification is renewed every three years to ensure that those persons responsible are kept up to date with best practices.



Suggested Follow on and Complementary Courses

This module can be combined with other subjects for a half or full day course. Please contact our Customer Service Team for more information.