

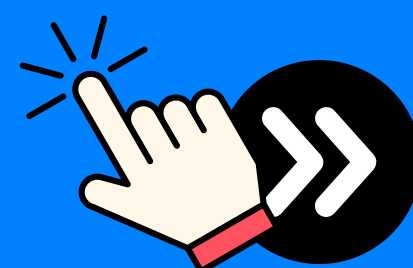


Glasgow
Council
for the
Voluntary
Sector

HR Bitesize for the Voluntary Sector April

Absence Management

Guide for Employers



Why This Matters

Absence is our **most common enquiry**. It impacts:

- ✓ **Service delivery**
- ✓ **Employee wellbeing**
- ✓ **Organisational culture**



Statutory Sick Pay (SSP) changes from 1 April:

= No lower earnings limit

= SSP paid from **day 1** of absence

➔ Likely rise in **absence rates**



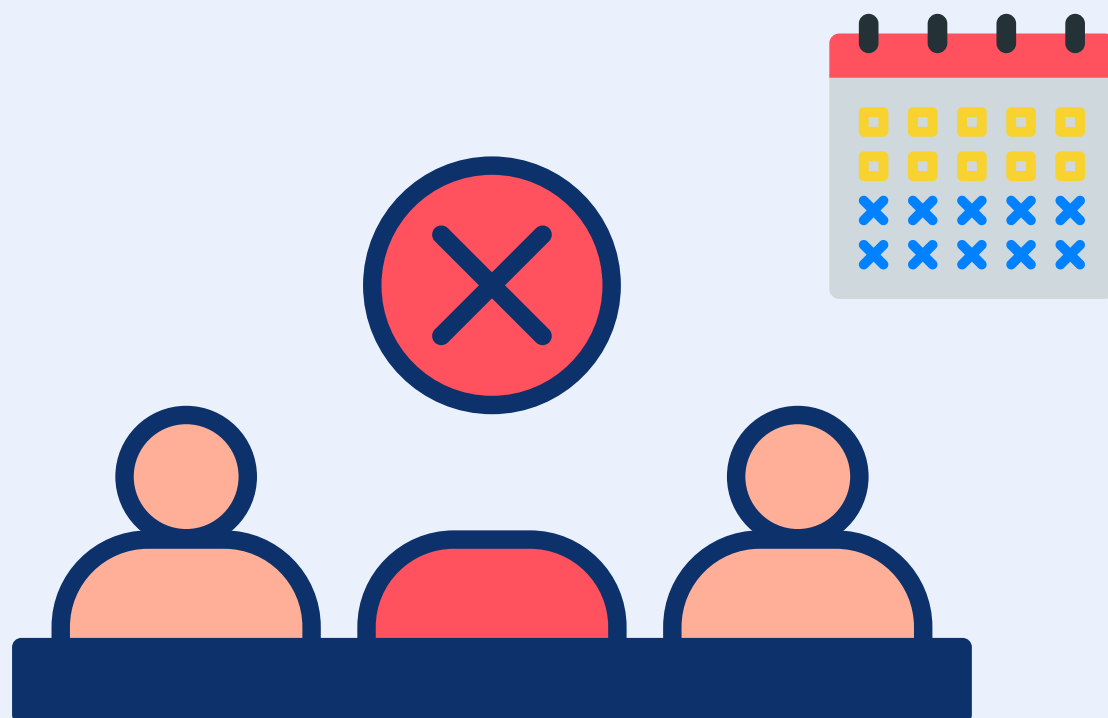
Understanding Absence



i 'Absence' = employee is **not fit** to attend work.
Different from time off for other reasons
(appointments, emergencies, caring duties).

Long-term absence = 4+ weeks.

Absence management isn't about eliminating absence.
It's about managing it **fairly and sustainably**.



Know the law

Sickness, medical issues and disability legislation is complex.

Organisations must:

- ✓ Apply processes consistently
- ✓ Keep clear documentation
- ✓ Support employees with a **duty of care**
- ✓ Use return-to-work processes & consider **reasonable adjustments**

**Poor practice
increases legal risk.**



Policies, Fairness & Wellbeing

Clear, consistent policies help:

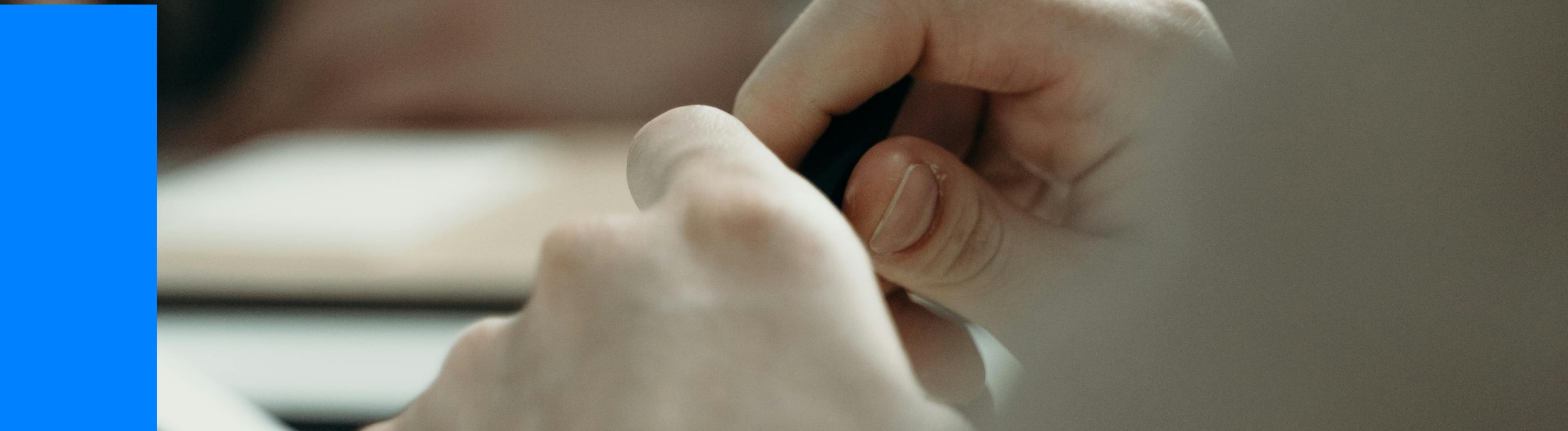
- ✓ Reduce risk
- ✓ Support fair decision-making
- ✓ Build manager confidence



💡 How you manage absence **makes a difference**:

Supportive = trust, openness, and reduced presenteeism.

Inconsistency = disengagement, burnout.



Want more help with absence management?



Template policies & forms



Guidance documents



Support with complex situations



Training workshops



Visit gcvs.org.uk



Email peopleservices@gcvs.org.uk
or call us on 0141 354 6515