

Managing Sickness Absence

Actor Led sessions are also available to book: please see separate advert for full details



Macmillan Work and Cancer, Managing Mental Health in the Workplace and **Musculoskeletal Physiotherapy (MSK)** master classes coming soon.

Who should attend?

This course is designed for staff who have supervisory or line management responsibility.

Course Outline

- Why we manage sickness absence
- The Trust's position
- Approach and procedure
- Long term / short term sickness
- Return to work meetings
- Health indicators
- Applying the sickness procedure
- Occupational Health input

Course Objectives

- Understand the importance of Managing Sickness Absence
- Understand the process for long term and short term sickness
- Understand how good management can support employees remain at and facilitate a quicker return to work
- Have the confidence to lead return to work and informal stage sickness meetings
- Know how to access / sign post staff to relevant support including reasonable adjustments
- Understand the importance of detailed documentation

Course Dates

9am to 1pm

York (Classroom 1, PostGrad)

- 8th April 2014
- 22nd October 2014

Scarborough (Lecture Theatre, PostGrad)

- 11th September 2014
- 3rd December 2014

Malton (Malton Rugby Club)

- 25th June 2014

Course Booking:

York Acute/ SY Community: complete a fast track learning leave form and return to CLAD.York@york.nhs.uk

Scarborough Acute: complete a study leave form and return to CLAD.Scarborough@york.nhs.uk

SWR Community: complete a fast track learning leave form and return to CLAD.Scarborough@york.nhs.uk