TRAINING OUTLINE

COURSE TITLE	A Guide to Proactive Absenteeism and Sick Leave Management
DURATION	1 day

Introduction

Poor attendance and absenteeism at the workplace is a very serious problem especially in the manufacturing environment which needs to be addressed in accordance with accepted practices as well as in compliance with the law. In many instances, employees absent themselves as they like at the expense of the company's productivity.

High absenteeism if not managed properly will result in higher production cost due to increased overtime payments for other employees to cover the absent employee's duties. Head of Departments as well as Supervisory staffs are the ones who spend the most time working with the workers who form the bulk of the workforce. Very often they may find themselves in a situation when they are required to discipline their subordinates due to absenteeism but failed to do so. Unless they are trained to manage their subordinates in accordance with accepted practices, their actions would likely have detrimental effects on the company and the management or may even result in very expensive legal actions by employees.

Training Objective

- To train the participants to effectively manage absenteeism at the workplace
- To expose wrong methods and practices of disciplining employees due to absenteeism

Who Should Attend?

The programme is designed primarily for those who need to supervise and manage employees, especially the supervisory staff and Head of Departments who worked directly with operators and shop floor employees.

Learning Methodologies

Learning module, workbook, video, case study

Course Content

1) Absenteeism

- Absenteeism defined
- Causes of absenteeism

2) Managing Absence

- Annual leave application & approval
- Emergency leave
- Absence without leave approval
- Unpaid leave
- Late coming
- Breach of Contract Due to Absence

3) Managing Medical Leave

- Sick and Hospitalisation leave
- Panel doctors and non-panel doctors
- SOCSO leave
- Excessive medical leave
- Fake medical certificates
- Prolonged illness leave
- Medical Board

4) Remedies for handling absence

- HR polices on absenteeism and sick leave
- Role of Supervisors and Head of Department in controlling absenteeism
- Practicing positive discipline
- Perfect attendance incentives
- Wellness and safety programs

5) Disciplinary Process to Address Absenteeism

- Counselling
- Show cause and written warnings
- Termination due to habitual absenteeism & lateness