

Managing Absence at Work

Introduction

This course is designed to understand the relevant procedures dealing with absences and to ensure that they are dealt with in a fair and consistent manner including those leading to disciplinary action.

Aims & Objectives

Delegates will know and understand procedures concerning absences.

Who Will Benefit?

- Business Owners
- General Managers
- Managers and Assistant Managers
- Head Chefs
- Chef Managers
- Supervisors and Team Leaders

Course Duration

- ½ day

Outline Content

- Holiday procedures
- Maternity / Paternity rights
- Absence reporting procedures
- Unauthorised absences
- Sudden or unexpected absences
- Special leave
- Lateness
- Management of short term absences
- Long term absence procedures

For further information please visit www.impactld.co.uk.

Alternatively please contact Impact on **08451 580 073** or email info@impactld.co.uk