edays

5 Ways to Reduce Your Absence Rates

Crib Sheet

1 Understand your sickness absences

The frequency, duration and reasons for absences should be recorded and tracked. Doing so provides insight into employees' wellbeing, helps to identify patterns, and flags any potential issues before they become bigger problems.

Within edays you can:

- Enter a reason for each absence, with the option to make this mandatory for each record to improve your data collection
- Utilise Bradford Factor scoring
- Monitor sickness trends by using data reports or our People Insights tool, for most common sickness reasons or patterns

2 Have robust processes in place

Consider an employee's sickness journey; how do they call in sick, and where is this information logged? What happens for recurring absences, and what is your return to work process? Ensuring these processes are reviewed and consistently carried out will help to provide employees with the right support.

Within edays you can:

- Ensure self-certification and return to work forms are enabled on your sickness types
- Track incomplete RTW forms using our reporting dashboards
- Allow employees to log sickness themselves, using the Mobile App when they're not in the office

3 Take a proactive and predictive approach

If you can identify patterns in your absence records, you can take action to minimise the impact that absence will have on resources. It empowers you to prioritise wellbeing, make reasonable adjustments where appropriate, and ensure that day-to-day operations stay on track.

Within edays you can:

- Create triggers in Workflow Builder to alert HR and managers after X occurrences of sickness within the last 12 months, so you can flag any long term issues immediately
- Create custom reports to analyse sickness on a monthly or annual scale, and look for trends around reasons or duration of short term and long term sickness
- Compare sickness and absence rates between teams or locations using filters on your reports

4 Empower people managers to have honest conversations

People management is one of the most important ingredients in reducing absence. If managers feel empowered to have one-to-ones with their teams, discuss any issues and get to the root-cause of absence, then appropriate action can be taken and employees can receive the support they need.

Within edays you can:

- Alert HR and managers for specific types of sickness such as mental health, including guides on how to better support your people in certain scenarios
- Track pending RTW forms and ensure managers are completing this process, to help reduce absence rates and encourage better dialogue around sickness and returning to work
- Upload HR policies and important documents in our Document Storage module, making it easy for staff and people managers to get the information they need from one place

5 Prioritise employee wellbeing

If you encourage individuals to take time off when they're ill, rather than expecting them to carry on no matter what, they're likely to recover faster, return to work quickly, and be more productive. Discouraging time off will lead to far greater problems with burnout and stress in the long-run.

Within edays you can:

- Enable access to your Employee Assistance Program or other wellbeing provisions directly from your edays system
- For UK employees, send NHS guidance for rest and recovery
- Integrate with one of our wellbeing partners, such as Doctor Care Anywhere, Supportroom and BHSF

Did you know...? A survey by Personnel Today found that 60% of large organisations (250+ employees) said that a return to work process helped to reduce absences, as did 67% of smaller organisations (less than 250 employees).

Want to find out more about our partners?

More than absence and leave, we've partnered with leading organisations to meet your HR requirements. From payroll and core HR, to clocking in terminals and employee benefits, chat to us to find out more.
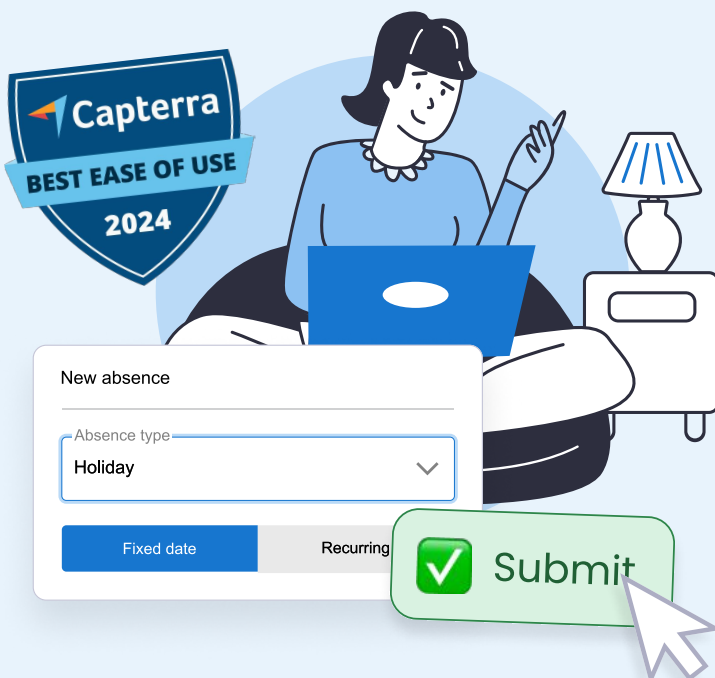
Get more out of your edays system

If you would like best practice guidance, training or personalised recommendations, our Customer Success team are always happy to help.

Please feel free to reach out to Customer Success.

New absence

Absence type
Holiday

Fixed date   Recurring

✅ Submit