



Seminar : Managing Absenteeism in the Workplace – 28th November (Friday) 2014

Venue: 3HR Legal Limited, New Broad Street House, 35 New Broad Street, London EC2M 1NH | [See map](#)

Nearest Tube: Liverpool Street, Old Broad Street Exit

Date: Friday, 28th November 2014

Registration: 2:45pm

Time (incl. Q&A): 3:00pm to 5:00pm, followed by refreshments/networking

Speakers:	Susan Akujobi, Manager – Employment / HR Services Emma Mursell, Solicitor
Chair:	Thomas Miles, Solicitor
Q&A Sessions:	Opportunity to discuss areas of interest with 3HR panel members

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Attendance at work is an important issue for all employers. Poor attendance can have a detrimental impact on business performance and workplace morale. Common reasons why employees are absent from work include the following:

- Annual leave
- Sick leave (short or long term)
- Time off for dependants
- Maternity / paternity / adoption leave
- Parental leave
- Absence without leave (e.g. leaving work early without permission)

Good attendance management can result in fewer unplanned absences which often disrupt the day-to-day running of business, and ensures that planned absences are managed in such a way that no areas of your business are left without sufficient cover at any time.

To manage attendance effectively and lawfully, it is necessary to understand the statutory rights to time off work. Many organisations give employees further contractual rights to time off.

At this seminar we will help you to understand employee rights and your right to manage attendance issues. In particular, we will cover the following points:

- How should we manage requests for leave?
- When can we refuse a request for leave?
- How can we improve employee attendance levels?
- When is absence authorised / unauthorised?
- How should we manage unauthorised absence?

If you would like to attend this free seminar, please [click here](#) and complete the Seminar registration form before 20th November 2014. As always, space is limited so please apply early to avoid disappointment.