Your Employee and Family Assistance Program is a support service that can help you take the first step toward change.

Encouraging regular attendance

Work is a significant part of life which can help to offer structure, give purpose, and add meaning to a person's overall health and well being. Your role can help shape a positive environment where employees enjoy coming to work each day.

Improving regular attendance requires a good grasp on managing absence. The first step is to find out more about your organizational policies around sick days and how employees should report absences. Knowing those policies will help ensure that you and your employees are on the same page. Your role in improving and effectively managing attendance will ultimately pay off for you, your team, and your organization.

There's a lot you can do to improve attendance:

- Keep track of absences, even if your HR department is also keeping track.
- If employees are coming in late or not reporting their absences correctly (e.g. not calling in before their shift starts), remind the whole team about the policy and steps they are required to follow.
- When an employee returns from an absence, follow up with him or her to show you care and that you are paying attention.
- Motivate your employees and focus on team building to make the workplace more appealing.
- Encourage two-way communication and feedback from your employees so they are comfortable speaking with you before concerns lead to absences.

Being prepared to effectively manage employee absences means your team and workplace can benefit in some or all of the following ways:

- Work and staff planning are more effective.
- Direct and indirect costs of absenteeism go down.
- Employee morale goes up.
- Employees get the help they need when they need it.
- Employees see consistency and fairness in their workplace.
- Reduced number of dishonest/reprehensible sick days. In short, paying attention to attendance really pays off!

If you require support to deal with a sensitive employee situation, contact LifeWorks to find out more about the consultation and training services your Employee Assistance Program provides.

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