



# Absence Management

- Are high levels of short or long term absence affecting your organisation?
- Do one or two individuals always seem to be ill when deadlines are due?

Many organisations do not measure the true cost of absence which can affect the organisation’s performance. However, it is possible to achieve high levels of attendance with the right strategies in place.

At the HR Services Partnership we support organisations with all aspects of absence management. From developing policies and procedures to creating the culture where employees are less likely to wake up and think ‘ I don’t feel like going to work today’

## What we offer

### Working strategically

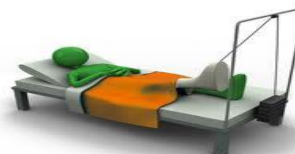
- ✓ Diagnosing potential organisational factors contributing to absences
- ✓ Developing strategies to support high levels of attendance
- ✓ Strategies to deal with stress and other difficult absence issues

### Day to day support (including)

- ✓ Developing policies and procedures
- ✓ Advising on the legal process
- ✓ Case management of both short and long term absences
- ✓ Attending meetings with employees and advising on all stages of the process up to and including dismissals

## Why choose us?

- ✓ Qualified experienced HR professionals
- ✓ Pragmatic approach to problem solving
- ✓ Dedicated consultants to ensure continuity
- ✓ Bespoke policies and procedures
- ✓ On-site support when required



*The guidance and advice I have received from HR Services have been invaluable and helped me avoid the pitfalls that come with employment law. All the staff I have dealt with have quickly grasped the complex issues I have sought help with and provided clear guidance. Equally they have happily acted as a sounding board for more routine issues. I have no hesitation in recommending the excellent service provided by HR Services to others.”*

**Alison Semmence, CEO, Southend Association of Voluntary Services**

**Call us for  
more information**

**Visit our website for  
further testimonials**

Tel: 01403 240205

[www.hrservicespartnership.co.uk](http://www.hrservicespartnership.co.uk)

How can I improve skills?  
 HOW DO I INTRODUCE A NEW PAY STRUCTURE?  
 What is the process we need to follow?  
 How can we adapt?  
 WHO CAN I TURN TO?  
 We need a strategic approach?  
 HOW DO WE UPDATE OUR STAFF POLICIES?  
 We haven't got the time!  
 HOW CAN WE DO THIS LEGALLY?  
 What do my staff really think?  
 WHO CAN I RELY ON?  
 What is the risk?  
 Why are some staff always calling in sick?  
 How can I reduce recruitment costs?



**The Right choice HRSP**

We definitely made the right choice in choosing HRSP and would have no hesitation in recommending them.

Tracie Colin-McKenzie, Trustee, Worthing Women's Aid.

**“A professional and efficient service in a friendly, pragmatic way”**

I have worked with HRSP during my time as CEO of several charities and would not hesitate to recommend them to others. In my most recent role as CEO for Samaritans we have used HRSP to provide support to our branches regarding employing staff and also to provide independent advice and support to our busy HR team at the Central Charity. HRSP quickly built up good working relationships with the HR team and staff and soon grasped an understanding of our complex structure and unique way of working. HRSP have provided a professional and efficient service in a friendly, pragmatic way.

Catherine Johnstone, CEO – Samaritans

**“Tailored their service and advice”**

“On being appointed, the HR Services Partnership very quickly understood the ethos and culture of our organisation and tailored their service and advice accordingly. In my experience of a range of HR service providers, their help in bringing our HR policies and procedures in line with good practice and regulatory requirements has been second to none. In addition and equally important, working with all members of their team has been a pleasure”.

Adrian Maunders, CEO, English Rural Housing

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