

# Managing Absenteeism at Workplace

## 2 Day Industrial Relation Workshop

“Find out how to resolve absenteeism issue appropriately and avoid turning it into a bigger issue.”

### Suitable for

Management team, head of departments, Managers, Executives and Supervisors.

### Course Description

This is a **2-Day Industrial Relations training program** focusing on managing **Employee Absenteeism**. Besides the Human Resource Management personnel, this course is also suitable for other department's managers, supervisors, and team leaders who may need to handle absenteeism in their team.

### Course Objectives

These programs are designed to assist the management to have a better perspective on the habit of absent, tardiness and late comings that can jeopardize the company's reputation and at the same time imposing the correct method in dealing with it.

### Course Content

#### 1. Why lateness and absent?

- Type of absenteeism.
- Type of tardiness and late;
- Interpretation by law.
- Provision under the law (Industrial Relation Act).
- How to manage.

#### 2. Leave issues

- Managing leave;
- SOP on leave;
- Leave vs Absent;

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### **3. Habitual lateness and Absenteeism**

- Case study on the trend;
- Court awards

### **4. Lateness & Tardiness**

- Lateness & Tardiness
- Habitual late coming
- Leaving work early
- Absent during working hours
- Courts' ruling

### **5. Maintenance of discipline**

- Corrective discipline
- Court's ruling and definition

### **6. Condemnation of lateness and absence**

- Role of Supervisors
- Role of Managers

### **7. Punishment for unlawful lateness and absence**

- Scope of punishment

### **8. Right of employers on leave matters**

- Rest day
- Public holidays
- Maternity leave
- Trade Union leave

### **9. Whether the current practice is in accordance with the law?**

- Provision in the act
- Practice in the Court

### **10. Guide to managing absenteeism**

- Corrective measures;
- Punitive measures

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### Methodology

Comprised mostly of lectures with interpretation examples given by the facilitator. To assist and gauge the level of participant understanding, interactive workshops; and question & answer session is included.

### Other Details:

- Payment to be made within 15 days from the date of the invoice.
- All payments must be made by cheque/online transfer etc., drawn in favour of Sieger Training Consultants Pvt. Ltd. Sieger will charge on INR basis only.
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- Facilitators Travel & Food have to be taken care by the client
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