



Employee Leave Policy



Delegate Notes

Name:

Date:



What will you learn?

This workshop will focus on the employee leave policy at Briggs and how to apply it.

At the end of this workshop, you will be able:

- To be aware of the content of the employee leave policy
- To be able to apply the policy consistently
- To know what makes an effective appraisal conversation
- To have the opportunity to consider and discuss the application of the policy in difficult situations

Activity: Personal learning objectives

What do you hope to learn today? Please record below:



Session 2 – Overview of key facts of the policy

Document below what you already know about the policy, try to consider as many types of absence you can think of and use real life examples in your discussions.

A large, empty rounded rectangular box with an orange border, intended for writing notes or examples.



Session 3 – Return to work discussion

In your groups, discuss what a return to work discussion should involve and document your thoughts below. Consider the timing, the location, the content and the style of the conversation.



Session 4

Discuss these scenarios in your groups and come up with an action plan.

Scenario	Notes
<p>Jane has been with the business for 5 months. She called this morning to say her son (aged 6) has chicken pox and could not go to school so she would need to stay at home to look after him. You asked how long for and she has said the doctors said her son cannot be in contact with anyone for about a week. She states that she has no one else who can look after him.</p>	
<p>There has been snow overnight which has affected some areas worse than others. Some of your team have 4-wheel drive vehicles or live in an area less affected, others say they are unable to drive to work. What do you do?</p>	
<p>Sarah comes to you to ask if she can have time off to attend the funeral of a close family friend. While not a relative, this person was closely involved in bringing Sarah up (long term partner of her grandmother)</p>	
<p>Frank gets a call during the day from the police to say his house has been broken into. He is working on a key project and if he leaves, the project cannot continue that day.</p>	
<p>Karen has been off on sick leave with flu for the last 4 days. You are Facebook friends and see that she has posted photos of a night out in that time.</p>	



Session Five: Your impact on staff absence

In your groups, discuss what you as a manager could do to impact staff absence. This could include things you are already doing in your team, and actions you would like to be able to carry out.



Notes / Personal Action Plan

Use the space below to record any notes and/or actions you plan to take after this session.