

As part of our ongoing commitment to provide you with useful, up to date information to support your business, we have focussed this paper on the important issue of work place absenteeism.

Many businesses are expecting high levels of absenteeism throughout the summer due to the high number of sporting events taking place. Nowhere is this more prevalent than with the 2010 FIFA World Cup.

It is estimated that the 2006 World Cup cost UK businesses around £100 million due to absenteeism and other disruption. According to research by YouGov for HR information service Croner, one in seven men are thinking about taking an unauthorised absence so they can watch a game. The study also revealed that 13% of men and 4% of women, confessed to doing so in the past.

But there are key ways in which you, as an employer, can adapt your work place and adopt a flexible workforce strategy in order to take these needs into consideration. For example, employers have run shift swapping schemes, allowed extended breaks and ensured that television screens were available for all staff to watch so that productivity is not affected.

There is also the international nature of sporting events to consider. With an increasingly diverse workforce, it may not just be England matches that employers have to take into account.

Cost effective, temporary solution

However, even the most prepared company has unexpected absences and it is in these situations where Brook Street can help.

With many employers having to cope with short and long term sickness in their business, as well as annual leave and other absenteeism, booking a Brook Street temporary worker can be an easy and cost effective way to support your business. Working in partnership with us can save you time and money, whilst also ensuring that you have the best workers for your company.

We ensure that our temporaries are fully briefed to your requirements, so you can be assured they are the right match, first time.

Our extensive branch network play a critical role by taking away the resource, compliance and pre assignment induction element from you, so you can focus on your core business.

Onsite presence

Whatever the reason for an employees absence, the disruption it can cause to your business can be very difficult to manage. At Brook Street, we also offer an onsite temporary management solution so that your temporary workers are managed by our Operations Delivery Teams. They have a single focus on the temporary workforce's efficiency, productivity and wellbeing that is often lacking in a more traditional, isolated onsite model.

By taking ownership of the training, productivity and wellbeing of our temporary workforce, we are able to offer our clients greater cost savings and minimise business interruption.

If you would like to read our previous editions please visit:

www.brookstreet.co.uk/employerzone

Topics include:

- Reducing Recruitment Risk
- Ready for the Recovery

You can also access more information about recruitment industry practice and related legislative developments via the Employer Zone

Sick note becomes fit note

- From April 2010, workers who are off sick for longer than seven days will now receive so-called fit notes instead of sick notes from their GPs.
- Doctors will still be able to say someone is not fit for work, but they will also be able to spell out aspects of jobs that workers can still perform.
- The onus will be on employers to help staff return to work. It is relevant to all employers in England, Northern Ireland, Scotland and Wales.

(BBC)

Forward plan with Brook Street: Covering the holiday period effectively

Every year we work with over 16,000 clients to fulfil their recruitment needs. By working in partnership, we are able to understand your specific requirements and help you prepare for the summer period, which traditionally sees increased levels of absenteeism. We do this in a number of ways including:

Service reviews - by conducting regular one to one service reviews with our clients, we make sure that we are up to date with your requirements and are ready to recruit for you.

Temporary briefing notes - these are used to fully inform the temporary of what will be required of them and is usually filled in by the employee who normally holds the position.

Holiday planners - we know how important business continuity is to our clients and we regularly send out holiday planners which enable them to plan for staff absence effectively.

Fresh thinking for your business from Brook Street

in
the
know

Tackling sporting events

With a plethora of sporting events poised to take over the UK this year (see Summer of Sport box), not to mention pre-planned holidays, managing staff levels and workplace productivity effectively can prove a particularly difficult challenge for some employers. There are many reasons as to why an employee is absent from work. These include:

- Short-term sickness absence - this can be un-certificated, self-certificated or covered by a doctor's 'fit note' which replaced the 'sick note' from April 2010 - see the Fit Note box.
- Long-term sickness absence
- Unauthorised absence or persistent lateness
- Other authorised absences: annual leave; maternity, paternity, adoption, or parental leave; time off for public or trade union duties, or to care for dependents; compassionate leave; educational leave.

However, with the right procedures in place, you will be able to minimise any negative affect that such absence may have on your business and on your bottom line. There are several ways in which your local Brook Street branch can help you.

Ready to recruit

Ensuring your business is prepared to tackle absence, especially unauthorised absence, will be essential this summer and Brook Street is here for you.

With over 60 years experience in leading the recruitment industry, your local Brook Street team has the knowledge and expertise to deliver the staff that your business needs, whenever you need them.

With a database of skilled candidates available in over 100 UK locations, we can provide you with the right people to ensure your business continues to function effectively, wherever you are.

Our service offering stretches across the employment spectrum and we can source a variety of employees for you including permanent, fixed term and temporary employees, dependent on your requirements.

For your peace of mind, all our candidates are fully vetted and reference checked so you can be secure in the knowledge that they are the right match for your business. Our temporary workforce model means that we can provide you with instant cover for your business, as many of our temporaries are immediately available.

Additionally, Brook Street are here for you, 24 hours a day, with a dedicated Night Service team ready to recruit for you, whenever you need us.

By working with Brook Street, we can tackle absenteeism effectively together.

Visit www.brookstreet.co.uk

The Summer of Sport 2010

Helping you plan your staffing for summer

Brook Street understand how essential effective workforce planning is to our clients, especially over the summer period.

Below is a list of some of the major sporting events taking place in the next few months to assist you in your staff management strategy:

24th May-6th June

French Tennis Open Championship

11th June - 11th July

FIFA World Cup

21st June - 4th July

Wimbledon Championships

3rd July - 25th July

Tour de France

3rd July

One Day International Cricket, England vs Australia

15th-18th July

Golf Open Championships, St Andrews

30th August - 12th September

US Open Tennis Championship

Did you know?

More than 2.6 million Britons are on incapacity benefit and sick leave which costs the economy £100 billion and around 172 million working days each year.

Did you know?

A recent CIPD survey showed that poor employee attendance costs £650 per employee per year across the entire UK workforce.

Did you know?

Absences of four days or more account for 40% of days lost. About 350,000 people a year transfer from sick notes to benefits each year.

(CBI, Black Report)

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