

## Absence Tracker Instructions

It is important that absence from the workplace is regularly and accurately tracked to ensure equal a

The two most common types of absence are sickness and annual leave. While the resulting actions

Features of the Spreadsheet:

The spreadsheet records sickness and leave days for each officer in each month. This means that in

It is a good idea to create a 'test' version of the spreadsheet and enter a few fictitious records to exp

Step 1 - HR officers should monitor the absence or expected absence of officers in the assigned po

Step 2 - Absence should be entered every month into the Absence Tracker Database. This should b

1. Click on the 'Data' worksheet;
2. Make sure the names and details of all officers in the MDA are entered into columns A-F (i.e.
3. Against the relevant name enter the number of days' sick leave and vacation leave the officer
4. Check the 'Totals' columns at the end of the spreadsheet (columns AE and AF) every month t
5. Sick days - It is important that the HR officer monitor and analyse each officer's sickness patte
6. Annual leave - It is also important that the HR officer monitor the annual leave taken against tl
7. Click on the 'Absence by month' worksheet;
8. This worksheet provides HR officers and senior management with a quick snapshot of the nu
9. Click on the 'Absence by year' worksheet;
10. This worksheet provides HR officers and senior management with a quick snapshot of the num
  - a) Calculate the cost of the total number of days' sick leave taken per year. If there are a high nu
  - b) Review the annual leave practices across the MDA and identify months of operational strain. T

Step 3 - Once the calendar year has come to an end the spreadsheet should be saved and filed and

for the human resources (HR) officer will be different for the two forms of absence, the way in which they can be

individual officers' leave and sickness records can be seen at a glance, and HR or management action can be taken

to make sure the total number of days taken for that year does not now exceed the annual sick leave or annual leave earned throughout the year. Where an officer is frequently taking a small number of days sick at the same time each year, the approved days' leave for each officer. The number of days of annual leave across the entire team should also

number of days' absence taken per month, so patterns and anomalies can be identified, and more effective leave management

number of sick days being taken by officers in the ministry, department or agency (MDA) then the reason for this should be

in a new, blank Excel Absence Tracker used for the subsequent calendar year. Data should not be deleted from the

e tracked is the same. To assist with these activities, a simple database has been created in MS Excel (see CD

aken as necessary. In addition, the tool also automatically generates a summary of sick and leave absence by n

ch month (e.g. every Friday or after a bank holiday) or every month, then the reason for this should be investigat

o be reviewed to ensure efficient operations across the team/unit. If many officers are taking leave at the same

ould be investigated, e.g. are workloads too high, are officers suffering from work related stress, is motivation

ted. The HR officer should not wait until the officer has been absent for a total of three months before inquiring i  
time, then there is a possibility that annual leave has not been planned appropriately to provide adequate cover;

nto their complaint;