



Responsible absenteeism management

Implementation guide

1. Policy

We recommend that the organisation's management establish an internal policy expressing its concern about absenteeism in the company and its decision to take action in this regard.

2. Communication

This policy must be circulated to all the company's employees so as to encourage their participation and involvement in the organisation's new project.

3. Organisation

Nominate leads

Identify and establish the working teams involved in managing absenteeism and the functions they will perform, which may include:

- Periodic analysis of absenteeism data
- Analysis of significant cases
- Identifying needs
- Diagnosis and conclusions
- Recommended measures
- Action plan: specification and implementation
- Monitoring its implementation
- Monitoring their impact through regular data analysis
- Training and information for those involved

Specify indicators

Specify the indicators to be used to monitor absenteeism and their calculation criteria.

See the absenteeism report available at Asepeyo's website, [\(https://oficinavirtual.asepeyo.es/\)](https://oficinavirtual.asepeyo.es/).

Set Targets

Set the objectives that will make it possible to monitor the data obtained and the criteria for obtaining them.

4. Analysis and planning

Specify the action lines considered most appropriate in the company, based on the previous data analysis.

5. Participation

Dissemination

Disseminate information to all of the company's employees, especially regarding aspects related to:

- Absenteeism data
- The company's internal organisation and people assigned with responsibility for managing absenteeism.
- Strategies
- Objectives

Workers' proposals and vision

Ask workers for their opinion regarding the problem of absenteeism in the company, and compile their proposals and ideas for improvement, as well as possible solutions.

The intention is for employees to offer their vision and get involved in future decisions that the company may take, mainly in terms of the strategies to be implemented.

6. Control and monitoring

- Establish a frequency of analysis that makes it possible to observe the trend in the data.
- Hold regular meetings to control and monitor indicators.
- Monitor deadlines, update and/or adapt them, if necessary.
- Verify the strategy implemented, according to progress with the objectives and, if necessary, amend it according to needs.



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