

DISCUSSING FREQUENT ABSENTEEISM

CAUSE FOR THE CONVERSATION

Your employee has called in sick three times (or more) within one year, which can ultimately lead to long-term absenteeism. The chance of a return of absenteeism is high, especially in case of short-term psychological absence.

GOAL OF THE CONVERSATION

- Employee awareness
- Show employer commitment
- Identifying modifiable causes and taking action to prevent the employee from calling in sick again



GUIDELINES

- Take care of a safe atmosphere
- Plug the conversation in from your commitment
- Do not write down medical data

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PREPARATION

- Announce the meeting
- Review the absenteeism registration, see if there is a visible pattern in the absenteeism
- Think about what the frequent absence of the employee means for Marel / the department / the team

Ask your HR Business Partner for the absence registration if you do not have it already

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THE CONVERSATION

- State the reason for the conversation
- Indicate that providing medical information to the manager is not mandatory
- Show the absenteeism registration and any pattern and explain what this means for Marel / the department / the team
- Ask open questions and listen carefully to the response, show interest
- Avoid discussions about the condition or disease
- Take private problems seriously, but don't take them over
- Think in solutions. Is there anything the employee or the organization can do to prevent future absenteeism?

Use the expertise from others, if necessary, ask your HR Business Partner or the company doctor for help

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CONCLUSION AND NEXT STEPS

- End the conversation with, if necessary, clear agreements (SMART) that are accepted by both parties and record them
- An appointment with the company doctor is possible (also preventive)
- If necessary, make a follow up appointment to follow up on the agreements made



INSPIRATIONAL QUESTIONS

- Is there a connection between work and reporting sick?
- Has the employee taken actions to influence causes and prevent future absenteeism?
- As an employer, can we do something for the employee to prevent absenteeism?