

Managing Employee Absenteeism & Tardiness

DISTANCE LEARNING

Wednesday, September 29, 2010 • 3:00 pm – 4:30 pm Eastern

Managing absenteeism and tardiness can be a sticky issue – it is rarely black and white. There are mandatory leave laws that have to be incorporated into your policies and some restrict your options. In addition, there are restrictions on disciplining employees when they appear to abuse your established policies. Learn the dos and don'ts for developing and managing effective policies. This webinar will focus on managing landmines, sorting through the employees' valid/invalid excuses, and ways to improve absentee and tardiness rates through incentive programs.

HIGHLIGHTS

- Understanding federal and state employee leave laws
- Types of leaves typically provided – benchmarking within the market
- Pros and cons of PTO versus separate vacation and sick leave benefit plans
- Managing absences of exempt staff – what you can and can't do
- Developing effective policies – the details are important
- Avoiding abuse of policies – sorting out the excuses
- Rewarding good behavior – incentive plans

ABOUT THE PRESENTER – Kay Robinson, SPHR, Robinson HR Consulting, LLC

Kay is the Principal of Robinson HR Consulting, LLC. She has served as an HR consultant and practitioner for over 25 years, including 14+ years as Director of HR Consulting Services with RSM McGladrey; Assistant Vice Chancellor for HR at the University of North Carolina; and Associate Director for HR at the University of Rochester/Strong Memorial Hospital. A frequent speaker, Kay received her Bachelor's and Master's degree in HR/Adult Learning at the University of Rochester; is a Certified Senior Professional in Human Resources (SPHR); and serves as an adjunct faculty member at UNCW in the Cameron School.

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