

A photograph of a middle-aged man with short dark hair, smiling broadly. He is wearing a white long-sleeved shirt and a blue striped tie. His arms are raised behind his head, and he is looking directly at the camera. The background is a blurred office setting with windows.

absence analytics and support

Do you know what your data is telling you about the causes and costs of employee absences? Do you have a clear and effective attendance program in place? Do your managers know how to promote attendance and manage absences effectively? Absence Analytics and Support can help.

Time lost due to unplanned absences has risen steadily in the past ten years and is estimated to cost employers the equivalent of nine per cent of base payroll, on average*.

While many absences are unavoidable, clear objectives and a managed approach can go a long way to reducing absenteeism. Sun Life can help.

Absence Analytics and Support provides three distinct services. You choose the support you need, when you need it.

Services are delivered by our national network of experienced, in-house Organizational Health Consultants who hold the National Quality Institute's designation of Certified Excellence Professional.

Our Organizational Health Consultants have unique skills and know-how. They can help you understand and reduce costs, and put in place the right attendance infrastructure to avoid casual absences.

SERVICE	ADVANTAGES	BENEFITS
<p>Lost-time Analysis An Organizational Health Consultant will analyze the costs and causes of absenteeism using your absence-related data and provide a report with recommendations.</p>	<p>Bringing together various data streams will give you the big picture.</p>	<p>You will have the information and insights you need to better track and reduce absenteeism, make more strategic investments in workplace health promotion, and promote employee engagement and productivity.</p>
<p>Program Development An Organizational Health Consultant will assess your attendance management program and report on issues uncovered. This can include whether organizational attendance policies and procedures are clear and complete, and whether employees and managers are adhering to these processes.</p> <p>Where policies, procedures, or processes are missing or incomplete, we can develop them for your organization and help communicate them to all appropriate audiences.</p>	<p>You will ensure each employee understands that regular attendance at work is valued.</p> <p>You will have clearly established and defensible standards setting out equitable treatment of all employees.</p> <p>You will be able to monitor attendance and the reasons for absence, and deal with continuing absences in a progressively more formalized manner.</p>	<p>Having employees properly report absences helps ensure that ill or injured employees receive the right care at the right time, and avoid lengthy disability absences.</p>
<p>Manager Training An Organizational Health Consultant will assess and report on the extent to which managers understand their attendance-related responsibilities, and provide onsite or web-based training where needed. In addition to this introductory course for managers, we also provide workshops on individual topics including:</p> <ul style="list-style-type: none"> • mental health in the workplace • presenteeism • return to work • managing musculo-skeletal conditions in the workplace • managing your salary continuance 	<p>Managers will have greater competence in promoting attendance, handling absences, ensuring early and safe returns to work and treating employees consistently.</p> <p>Employees will be better supported when absent from work and when returning to work due to illness or injury.</p>	<p>Your employees will see your organization as consistent and equitable in its approach and value the emphasis on employee health and well-being. Your organization will benefit from reduced casual absences and reduced costs.</p>

WHY SUN LIFE?

- Dedicated and experienced team solely focused on delivering attendance support
- Services are integrated with your other Sun Life wellness and disability benefits
- Flexibility to choose the services you need, when you need them
- We partner with you to provide customized services that are right for your organization

For more information, please speak to your Group Benefits representative.

*Mercer Study (Kronos), 2008



Group Benefits are offered by Sun Life Assurance Company of Canada, a member of the Sun Life Financial Group of companies.

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