

Title	Managing Absence and Supporting Employee Mental Health and Well-being
Level	Five
Credit Value	3
Guided Learning Hours (GLH)	8
OCN NI Unit Code	CBF475
Unit Reference No	R/618/8519
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand and be able to apply organisational absence policies and procedures and support employee mental health and well-being.	
Learning Outcomes	Assessment Criteria
1. Be able to manage sickness absence of employees.	1.1. Critically compare using examples, policies and procedures relating to the management of short and long-term absence due to illness. 1.2. Explain using examples how absence reporting procedures should be communicated to employees. 1.3. Demonstrate how to perform a return-to-work interview after sickness leave.
2. Be able to manage maternity leave.	2.1. Research and explain using examples approaches taken within a given organisation to support employees on maternity leave. 2.2. Demonstrate how to support employees who need to avail of maternity leave including: a) appropriate communication with employees and human resources b) completion of risk assessment c) support for employees whilst on maternity leave 2.3. Support for employees returning to work.
3. Understand the process for dealing with absence other than sickness or maternity leave.	3.1. Summarise the process for dealing with at least two types of absence other than sickness or maternity leave.
4. Be able to support the mental health and well-being of employees.	4.1. Research and explain using examples, approaches taken within a given organisation to support the mental health and well-being of employees. 4.2. Demonstrate how to support employees that may be experiencing mental health and well-being issues including: a) identification of potential issues b) appropriate communication with employees and human resources c) support for employees whilst on leave d) support for employees returning to work