
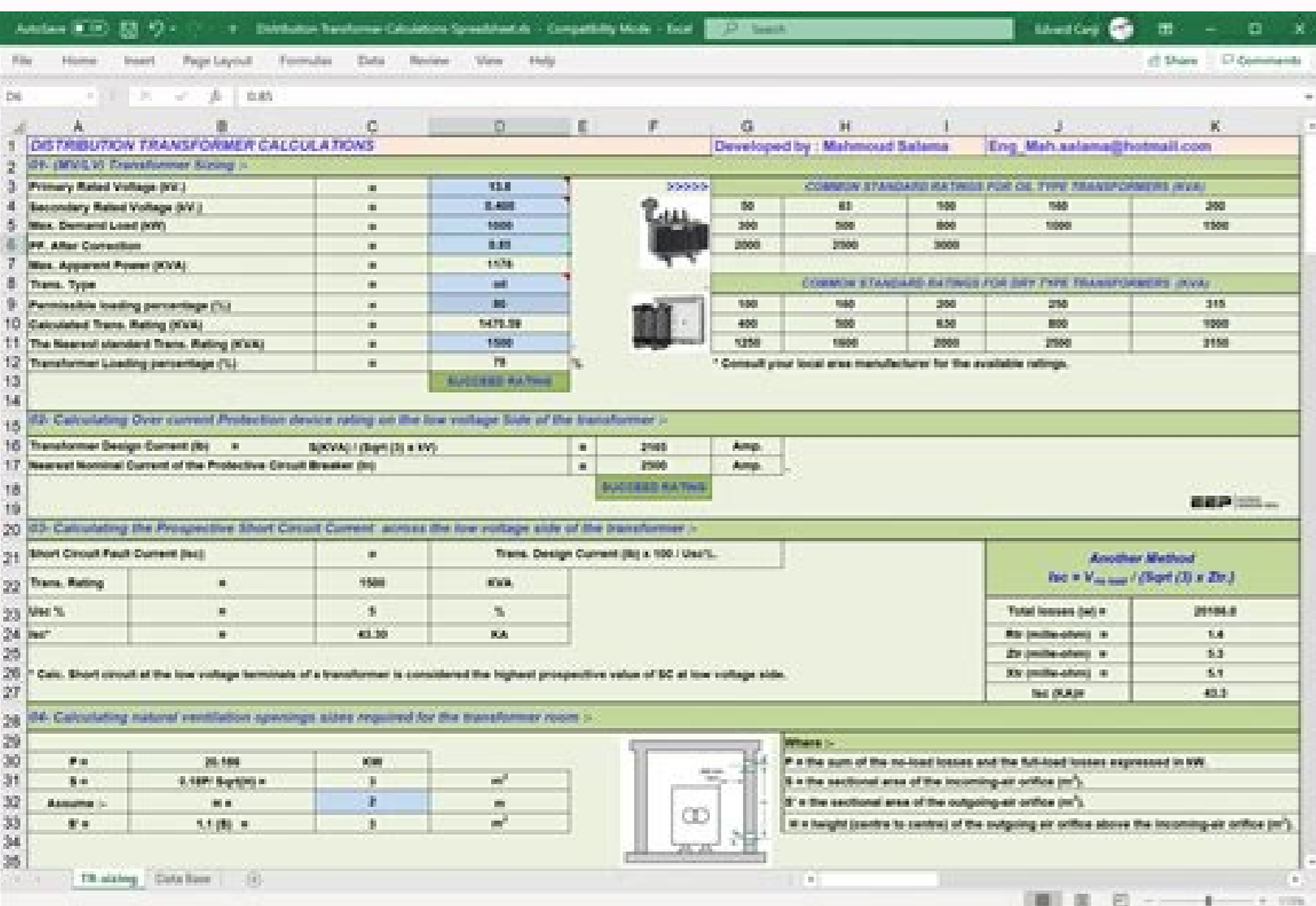
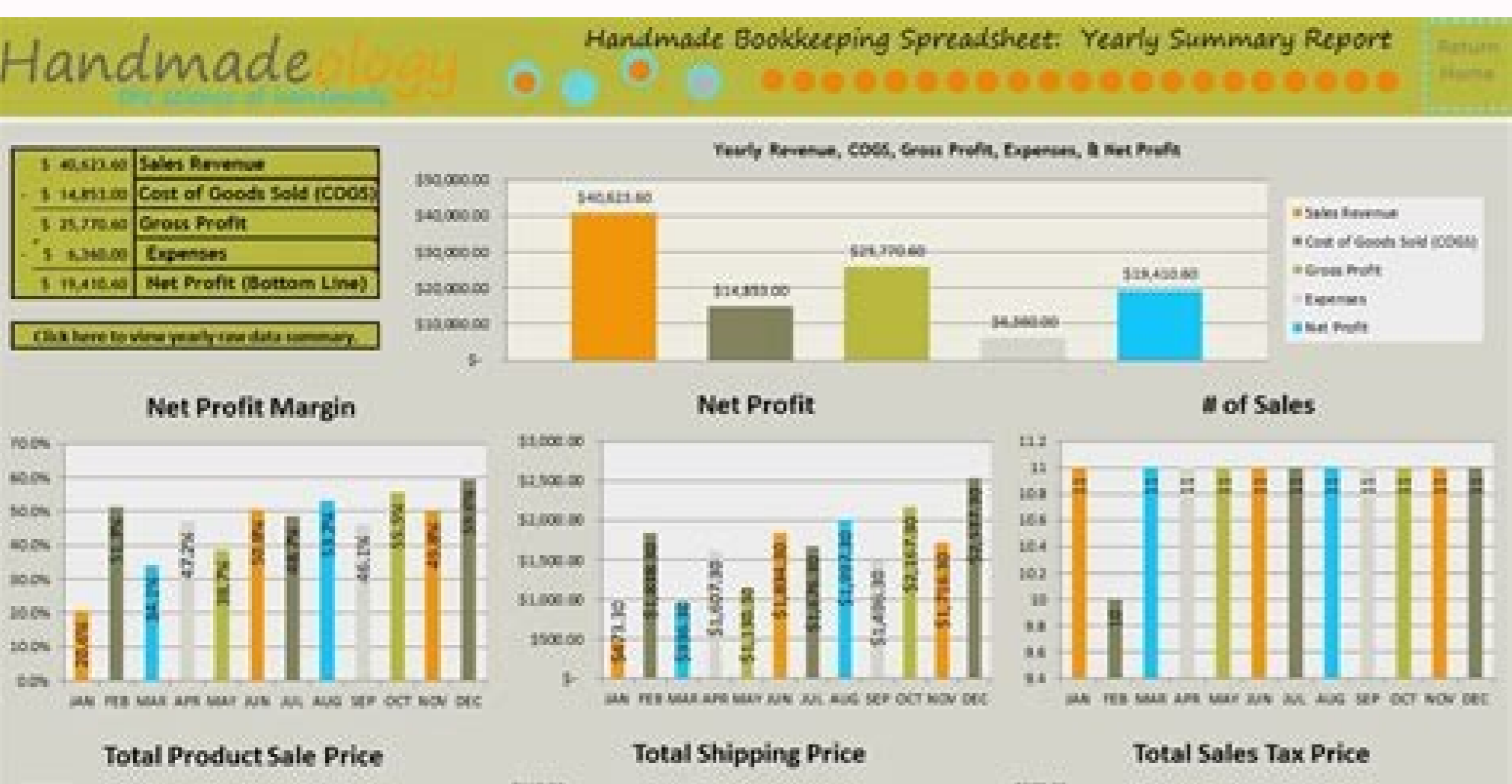
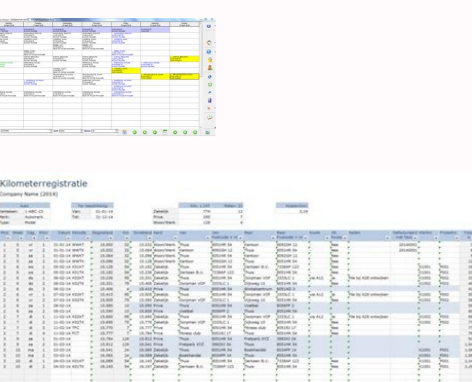


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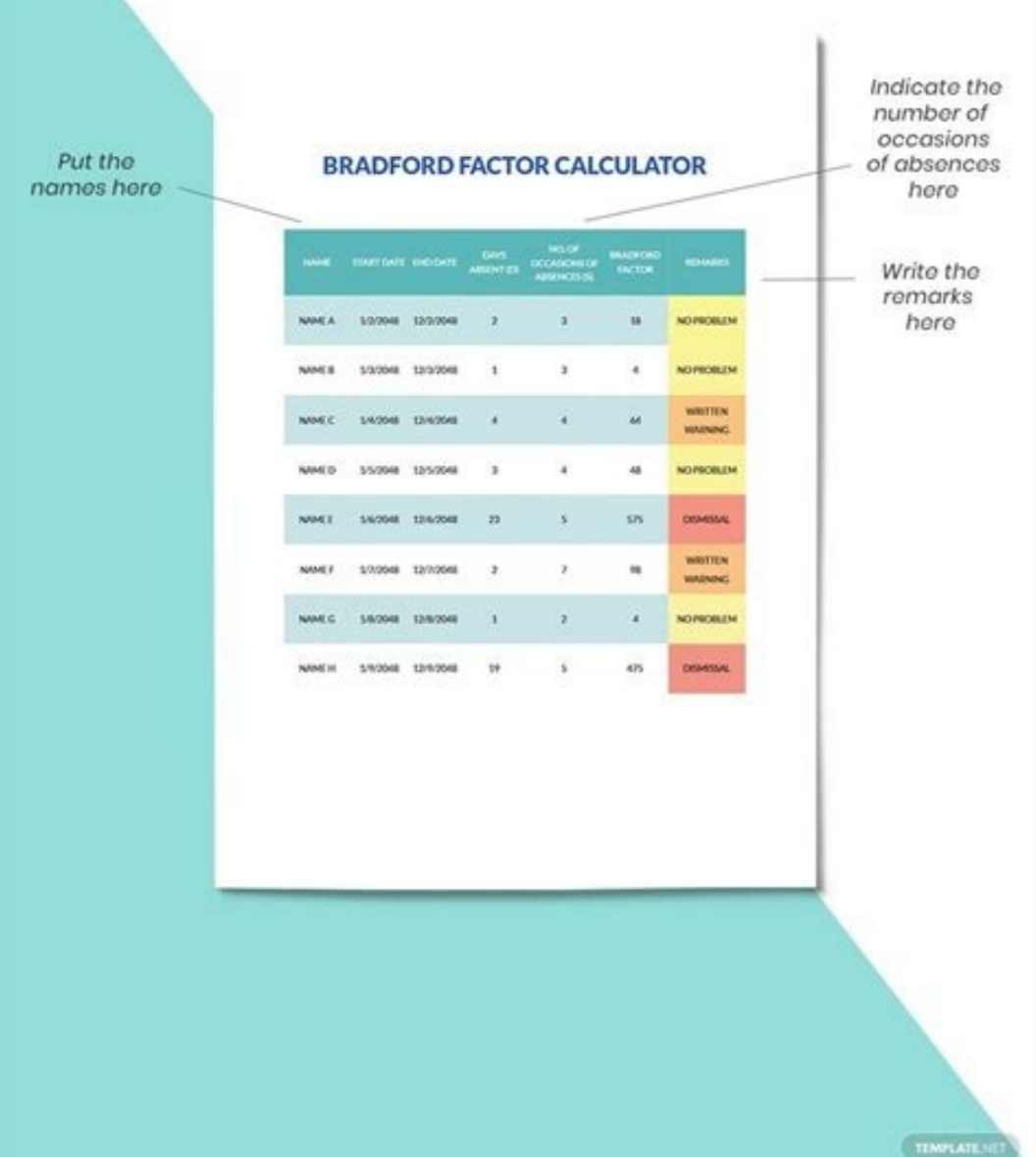
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Bradford factor spreadsheet download



Step 1: Download the template | Step 2: Edit the template in compatible software
Step 3: Print it at home/office



Bradford factor excel spreadsheet download.

Studies have shown that by educating staff about the Bradford Factor and then showing them their score on a regular basis, absenteeism can be reduced by over 20%. The YTD sheet simply sums over the selected worksheets. In Activ Absence, this is easy to do by creating a separate absence type for disability related absence that will not contribute to an employees Bradford Factor score. One thing the system also highlighted was that the employees in our Aberdeen office have different bank holidays to those in England. It is also important to remember that managers should be in constant communication with their staff, in order that they understand the issues and possible outcome of any prolonged or repeat absences. Bradford Factor Calculation with Excel Example

The attached microsoft excel sheet contains a Bradford Factor Calculator and Bradford Factor Heatmap. In order to properly calculate the Bradford Factor you have to take into account any holidays - public or annual and also any part-time working. 09-15-2015, 06:40 AM #4 09-15-2015, 06:43 AM #5 Thank you John, I understand the calculation behind the BF. If an absence starts before a holiday or before a day that is not normally worked and is still continuing on their next working day, that should only be calculated as one period. In the end, keep it simple! 09-15-2015, 02:57 PM #8 Attached is sample workbook using monthly records with a VBA macro to count the Sickness days and the number of sickness periods. Again, Activ Absence can differentiate these 'special' absence cases whilst enforcing a visibly fair absence policy by creating a specific absence type, excluding it from the Bradford Factor calculator. I doubt if there is standard template as it often depends on who, and how, an organisation, arranges the data collection and its processing; the calculations are straight forward (as you know better than me! Keeping running totals (year-to-date) would allow any "warning" triggers to be highlighted. Many companies utilise the factor score as a trigger guide to implement more comprehensive support and monitoring procedures for individuals. Calculating the Bradford Factor The Bradford Factor can be calculated using the standard formula below: S x S x D = B S = spells of absences by an individual D = total number of days absent B = Bradford Factor score Your organisation can then use the Bradford Factor to monitor absenteeism during any given period, typically a rolling twelve months. Activ Absence can be configured to alert you automatically when certain Bradford Factor scores has been reached to enable you to monitor absence in line with your company policies. If you give something a larger weighting score, it has a bigger impact. How Do I calculate the Bradford Factor? The Bradford factor is calculated using the Bradford Formula S² x D = BS is the total number of separate absences by an individual D is the total number of days of absence of that individual B is the Bradford Factor score The Bradford Factor allows managers to monitor absenteeism during any set period. We'd be happy to show you in a demo, just click below: Used effectively, the Bradford Factor can help reduce absenteeism by serving as a deterrent and a method for tackling persistent absenteeism. Employers staff absence policies should be carefully documented and communicated to staff. Ive attached a simple sheet showing the most basic example. Trigger alerts have been set based on an employees Bradford score with the associated action: 51 points - informal verbal warning 201 points - formal written warning 401 points - final written warning 601 points - dismissal Activ Absence has configurable trigger points that can be configured to monitor and alert the HR team and/or line managers when a Bradford Factor score reaches a pre-determined threshold. In summary, the Bradford Factor illustrates clearly the impact of short term absence on a business. We're often asked how to calculate an employees Bradford Factor score. A typical example of how Bradford Factor scores might be used is provided below. Whether the Bradford Factor is used for disciplinary reasons or not, by an employee simply having visibility of their own Bradford Factor has a positive effect on staff sickness because staff take pride in keeping Bradford Factor scores low. This helps you and your employee keep track of absences specifically related to that condition. There is no 'right' or 'wrong' way to use the Bradford Factor. Whether you are in HR or an employees Line Manager, you can monitor Bradford Factor scores automatically using configurable absence trigger alerts and management reports. Attached Files Bradford.xslm (25.5 KB, 156 views) Download Last edited by JohnTopley; 09-15-2015 at 08:41 PM. The Bradford Factor supports the principal that repeat absences have a greater operational impact than long term sick. 09-15-2015, 06:39 AM #3 Hi Dave, The information is currently input into individual tabs within a 'Employee Record' spreadsheet..... The chance of errors when doing the calculation using Excel is too high. Disabilities like epilepsy or asthma are more likely to result in short term rather than long term absence. For instance if your sheet shows all the days and you're looking to pull the items marked "Sick" then thats harder than just a basic list of sick absences. Employers don't have to use it, but those who do find it a useful absence management recording tool. Disabilities may not be 'visible'. Once an employee understands this, they often respond in a positive way. Enter Absence Count (Number of occurrences) and Days Absent (Total Number of Absent Days) to calculate employee Bradford factor. The Bradford Factor is also referred to as the Bradford Formula, the Bradford Score and the Bradford Index. At the top of this page you will find the online Bradford Factor Calculator, which will calculate the Bradford Factor for an employee, using the Bradford Formula. What is the Bradford Factor? The Bradford Factor is a simple formula that allows companies to apply a relative weighting to employee unplanned absences (sickness, Doctors appointments, emergency childcare, etc). If you want to check an employees Bradford Factor score, you can click here to access our handy Bradford Factor Calculator. That enabled employees to buy into the process and reduced the Monday absences that the system highlighted. I don't want to 'reinvent the wheel' so wondered if anyone was willing to share ideas? In those instances gentle, sensitive handling and implementing a return to work plan is usually more appropriate. Many companies identify a running year as an acceptable period. How do I use the Bradford Factor? Originally developed at the Bradford University School of Management in the early 1980s, the Bradford Factor is used by numerous companies across the globe including Government organisations (UK Prison Service for example). Employers cannot be deemed to discriminate against disability, therefore these protected characteristics may need to be taken into account, and may need to be recorded separately and excluded from Bradford Factor scoring. The actual Bradford Factor where a review is triggered varies widely among employers and will be determined by your company's absence management policy. (A weighting is the impact that an event will have on the overall running of the normal business. Equally you could keep a monthly total on each monthly sheet of total days sick and total periods of sickness; again you can then sum across worksheets. Most employers would not want to give a written warning or other disciplinary remedies in these circumstances. I am trying to create a 'Master' spreadsheet that you have each individual employee on and pull through their BF score. Very much appreciated! Thanks 09-15-2015, 06:37 AM #2 How do you maintain the data for these 133 people? Or systems that work for you? 09-15-2015, 06:46 AM #6 It all depends on how your spreadsheet works really, the Bradford calculation is straight forward and only involves two factors (number of sick periods and total days), the issue comes in how you get that info to the calc. Our short video below introduces the Bradford Factor and how to calculate it and we've also created a handy Bradford Factor guide, free to download in our resources section. The British Disability Discrimination Act 1995 and 2005 (DDA), (replaced by the Equality Act 2010) creates a duty on employers to tailor their actions to the individual circumstances of disabled employees. Most employers using it have a 'set Bradford score' that triggers an absence review, which we can set up automatically in Activ Absence. It is important to remember that the Bradford Factor index is only a guide. Attached Files bradford.xlsx (8.4 KB, 172 views) Download If someone has helped you then please add to their Reputation 09-15-2015, 08:41 AM #7 Can you give an example of current files? It currently takes no account of holidays i.e. someone sick over a holiday weekend. As unplanned short term absences are typically the hardest for an organisation to cover, this can have a positive financial impact on the business. Each manager gets a report each Monday detailing any absences over previous 4 weeks, quarter and year for their department, and any employee can see their own Bradford Factor 12-month score. Calculating an employees Bradford Factor is an automated absence management tool already built into Activ Absence. The Bradford Factor scoring mechanism does not take into account certain disabilities. Cancer sufferers may need months off work and could easily rack up over 200 points from a single long absence, but the illness is often recoverable and staff will seek to return as soon as they are physically able. The scoring mechanism does not take account of the impact of cancer or a serious but recoverable illness. 09-17-2015, 10:21 AM #9 Thank you everyone! Not quite there yet but working on it!!! 09-22-2015, 08:47 AM #10 With that number of employees you are better off using an Absence Management solution. Employers have a responsibility to ensure that staff understand the Bradford Factor calculator and how it is applied. The Bradford Factor Heat map below uses 3 scales: Concern (BF 45): Sufficient days for a manager to show concern and advise on possible disciplinary of financial actions, should more absences occur during an identified period. Concern (BF 100): Sufficient days for a manager to start disciplinary action (oral warning, written warning, formal monitoring etc) Concern (BF 900): Sufficient days for a manager to consider dismissal Please note that figures given are for illustration purposes only and different companies will apply different thresholds. This means that your employee has a record they are able to share with their consultant if they choose - vital for staff keen to monitor seizure and asthma patterns. How organisations use the Bradford Factor score to manage absenteeism is variable. If you had a sheet per calendar month (with all employees) then it is easy to sum the number of sick days across 12 sheets. 09-15-2015, 06:33 AM #1 Hi, I am trying to set up a spreadsheet which will calculate the rolling sickness absence for the last 12 months for 133 staff. We've only got 35 employees and use Teamser. The Bradford Factor can support an effective staff absence management strategy, but is limited if used as a stand alone tool. Bradford Factor Scales The heat map below provides a visual overview of Bradford Factor scores and weightings. It provides a useful benchmark tool enabling managers to have an assessment score for an individual staff absence record. The Bradford Factor does not take into account any specific factors such as disability, or a short term, but recurring illness causing sporadic absenteeism over a period of weeks, but is useful for the early identification of concerns, or as a tracking tool. The Bradford Factor excel example is free to download and share. You can download an excel copy of the Bradford factor heatmap here: Additional Bradford Factor Resources For further information on The Bradford Factor (Use, Implementation and Record Keeping), please review our Bradford Factor guides and management strategy information. This is ran from 1st Oct to 30th Sep so would need to merge together data from across 2 separate spreadsheets first..... This is largely down to staff understanding that taking the 'odd' day off here and there will quickly contribute to increasing their Bradford Factor score.

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