

Simply Personnel Bradford Factor

About This Document

This describes the how Simply Personnel utilises the Bradford Factor to actively help you reduce absences within your organisation.

If at any time you need help or just need some questions answered please use our on-line helpdesk at www.simplypersonnel.co.uk you will find comprehensive articles and an option to open a support ticket.

Thank you
The Simply Personnel Team

What is the Bradford Factor?

The Bradford Factor is a way of illustrating how disruptive frequent short-term absence around weekends, for example, can be relative to occasional longer spells of absence. Bradford scores are a way of identifying individuals with serious absence and patterns of absence worthy of further investigation. It helps highlight causes for concern and is often one of the first steps in an attendance procedure.

The Bradford Factor calculation is as follows:

Number of Absences x Number of Absences x Total Duration = Bradford points score

Number of Absences is occasions of absence in the last 52 weeks and Total Duration is the total number of day's absence in the last 52 weeks.

So, for employees with a total of 14 days absence, for example, in one rolling 52-week period, the Bradford score can vary enormously, depending on the number of occasions involved.

For example:

- One absence of 14 days is 14 points (i.e. $1 \times 1 \times 14$)
- Seven absences of two days each is 686 points (i.e. $7 \times 7 \times 14$)
- 14 absences of one day each is 2,744 points (i.e. $14 \times 14 \times 14$)

How do we implement it?

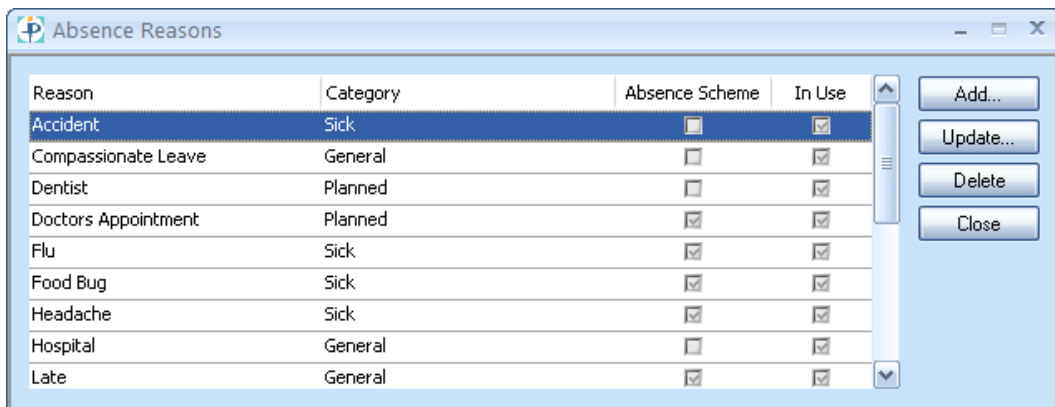
Employees need to be advised that you will be using the Bradford Factor and what it means. We have a standard document available using the link below that can be used to do this:

<http://www.simplypersonnel.co.uk/downloads/bradfordfactormemo.zip>

Simply Personnel & The Bradford Factor

Absence Reasons

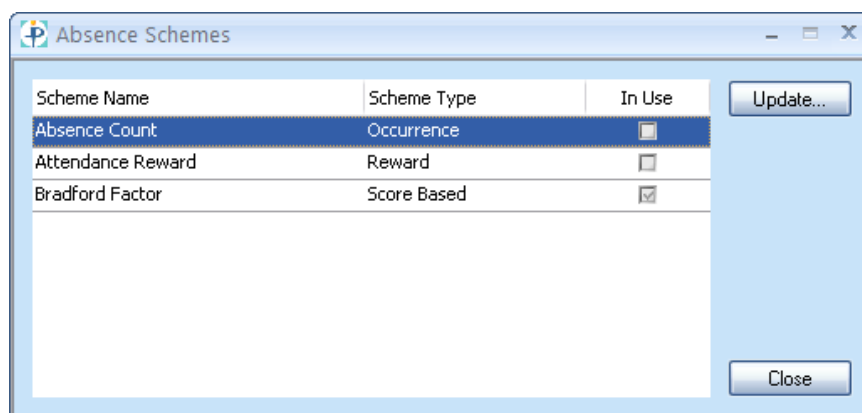
The first step in using the Bradford Factor within Simply Personnel is to decide which types of absences contribute towards the Bradford Factor score. You can do this by using the 'Absence Reasons' in Business Rules (Personnel Manager, System Setup, Business Rules)



Remember Bradford Factor is about short term un-authorized absence – so only those reasons which are applicable to that type of absence should contribute towards the Bradford Factor. (For Example, Maternity should not be included in the Bradford Factor)

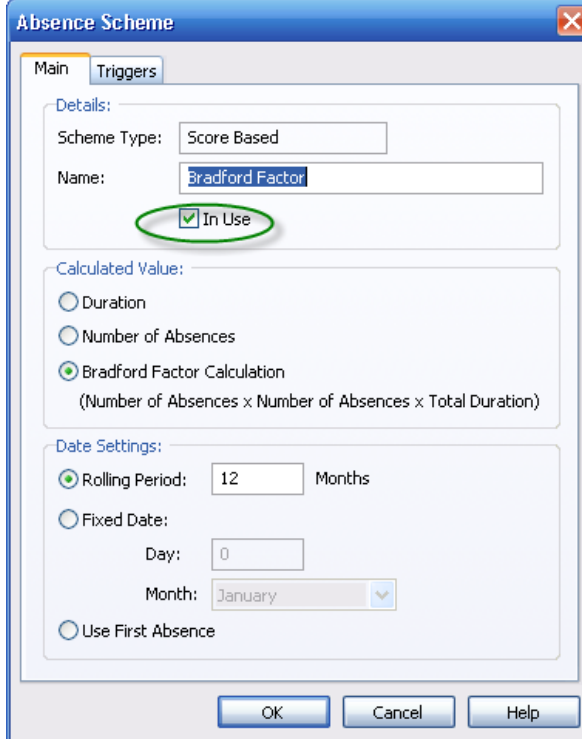
Double Click into an absence reason you wish to include in the Bradford Factor and tick 'Include in Absence Scheme'

When you have completed this for all relevant reasons select 'Absence Schemes' from business rules to display the following screen,



Click on Bradford Factor and click 'Update'

Then place a tick in the 'In Use' Box



The screenshot shows the 'Absence Scheme' dialog box with the 'Triggers' tab selected. The 'Details' section contains the following fields:

- Scheme Type: Score Based
- Name: Bradford Factor
- In Use (This checkbox is circled in green in the original image)

The 'Calculated Value' section has three radio button options:

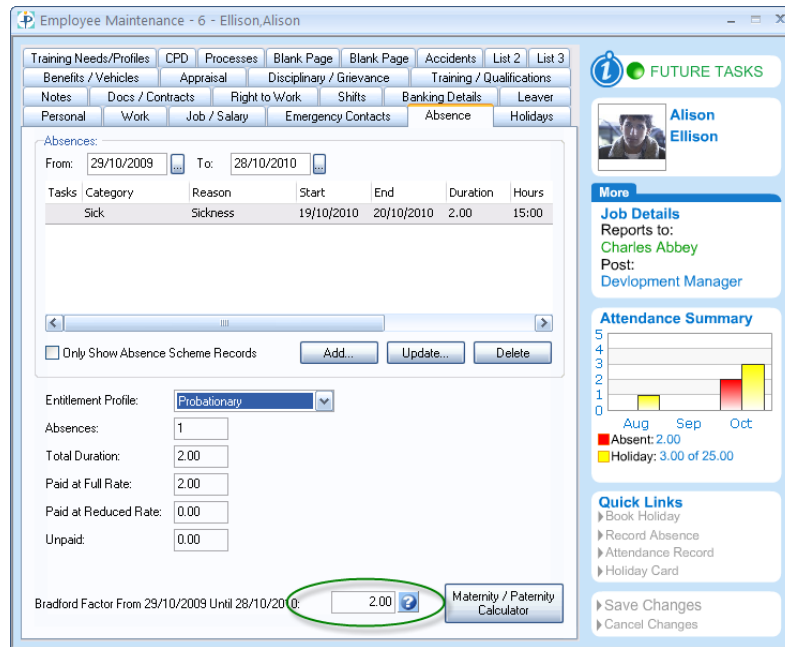
- Duration
- Number of Absences
- Bradford Factor Calculation (Number of Absences x Number of Absences x Total Duration)

The 'Date Settings' section has the following options:

- Rolling Period: 12 Months
- Fixed Date:
 - Day: 0
 - Month: January
- Use First Absence

At the bottom of the dialog box are three buttons: OK, Cancel, and Help.

When you then log onto an employee record and select the absence tab you will see the Bradford Factor Score at the bottom of the Screen.



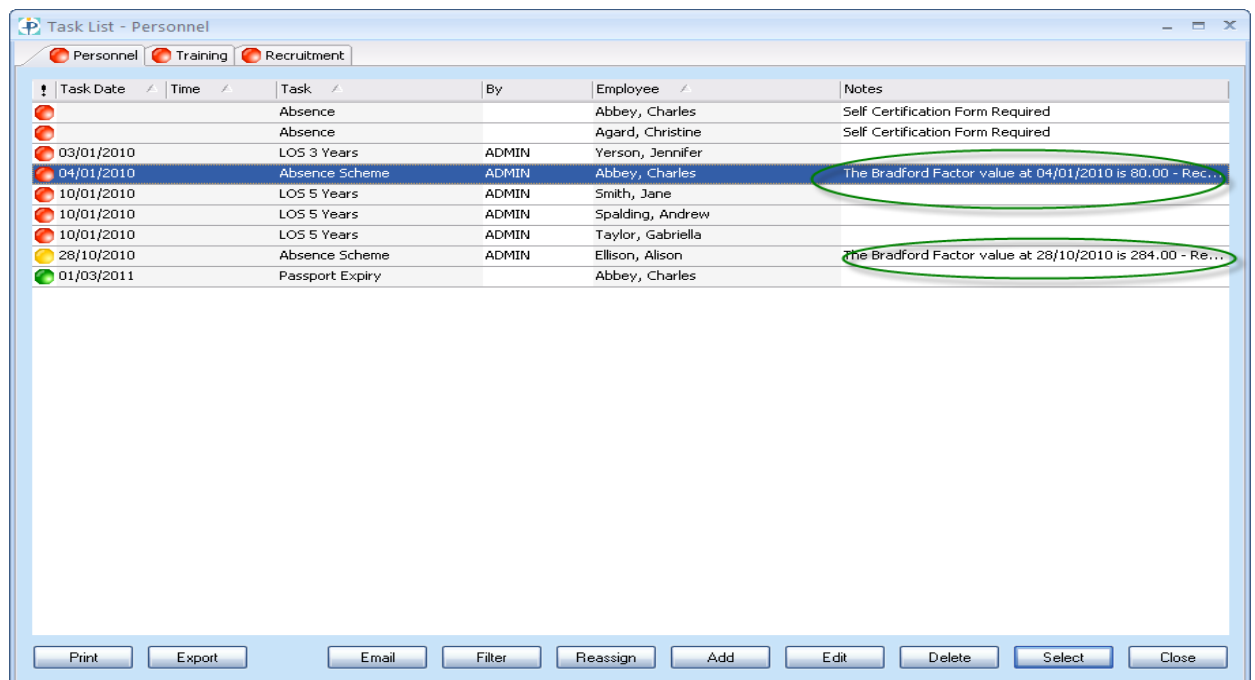
The screenshot shows the 'Employee Maintenance' window for Alison Ellison. The 'Absences' section is active, displaying a table with one absence record:

Tasks	Category	Reason	Start	End	Duration	Hours
Sick		Sickness	19/10/2010	20/10/2010	2.00	15:00

Below the table, the 'Bradford Factor From 29/10/2009 Until 28/10/2010' is shown as 2.00. A green circle highlights this value and the 'Maternity / Paternity Calculator' button next to it.

Bradford Factor Thresholds

When the Bradford Factor reaches a predefined threshold you will be warned by the Traffic Light system (Tasks) within Simply Personnel that the Bradford Factor score has been exceeded and a recommended course of action will be provided. What action you take depends upon the circumstances and if you are not sure then you must seek advice.



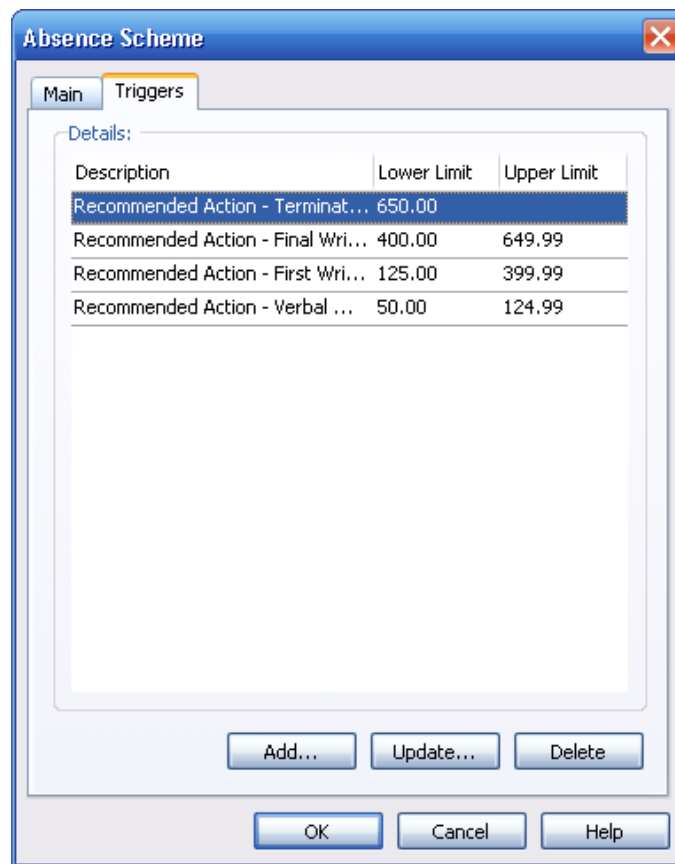
The screenshot shows the 'Task List - Personnel' window. The table below lists tasks with their dates, times, descriptions, and notes. Two notes are circled in green:

Task Date	Time	Task	By	Employee	Notes
		Absence		Abbey, Charles	Self Certification Form Required
		Absence		Agard, Christine	Self Certification Form Required
03/01/2010		LOS 3 Years	ADMIN	Yerson, Jennifer	
04/01/2010		Absence Scheme	ADMIN	Abbey, Charles	The Bradford Factor value at 04/01/2010 is 80.00 - Rec...
10/01/2010		LOS 5 Years	ADMIN	Smith, Jane	
10/01/2010		LOS 5 Years	ADMIN	Spalding, Andrew	
10/01/2010		LOS 5 Years	ADMIN	Taylor, Gabriella	
28/10/2010		Absence Scheme	ADMIN	Ellison, Alison	The Bradford Factor value at 28/10/2010 is 284.00 - Re...
01/03/2011		Passport Expiry		Abbey, Charles	

By default, the threshold values are as follows:

0-49	No action required
50-124	Potential Action – Verbal Warning
125-399	Potential Action – 1st Written Warning
400-649	Potential Action – Final Written Warning
650+	Potential Action – Termination of Contract

These thresholds and descriptions can be changed by going to 'System Setup', 'Business Rules', 'Absence Schemes', select the 'Bradford Factor' then select the 'Triggers Tab' as below,



For More information on Absences, please see the manual entitled 'Absences'