

## Inside this edition

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## How to manage and reduce absence in your business

### Why managing and reducing absence is important

According to the CDC absenteeism costs businesses \$225.8 BILLION dollars a year in the US. Does that seem important enough to you? While colds and flus are unavoidable and it's expected for your employees to take the a day off here and there, it is important to keep a close eye on how much absence could be costing your business.

### How can you calculate the cost to your business? You need to think about the domino effect.

Think about this. You're paying someone sick time and then their workload often falls on the shoulders of their colleagues, which can lead to decreased productivity, missed deadlines, and possible disruptions to client relationships. People need to take their sick time in order to get well, and you need to manage your resources effectively



### How you can track absence

The easiest way for you to keep a close eye on absence is to track it using HR software like Rippling. Software like this allows you to automatically record, monitor and report on trends; giving you all of the insights you need to understand how much of an issue absence is for your business.

### How you can understand the cause of absence in your business

Sometimes, people call in sick for ailments that aren't physical. If a manager is toxic, they may cause people on their team to not want to go to work causing an increase in absences.

Also, it is important to let your employees take time off to be sick and get better so that they aren't getting everyone around them sick.

### How to take action to reduce absence

This will, of course, depend on why there is absence in your business. But those businesses that pay closer attention to the health and wellbeing of their teams typically see reduced absence rates than those who don't.

**For more information about managing absence, please get in touch**

## LATEST NEWS

### Are you still paying men more than women?

Despite all the buzz about closing the gender pay gap, it seems like we're still stuck in the age of pay inequality.

Last year the [US Government Accountability Office](#) put out a report that stated "While women make up nearly half of the U.S. workforce, they continue to earn less than men and remain underrepresented in management roles." Pretty disappointing

They went on to say that "some of the industries with the largest pay gaps had the greatest shares of female workers" and "some of the industries with the smallest shares of female workers also had the smallest pay gaps—including manufacturing and construction" which was a huge surprise to me.

The report also said that "Across all industries, while women made up 47% of workers, they were only 42% of managers". Is this something your business is guilty of? Hopefully not. If you aren't sure, this is something that we can help you determine, and ameliorate.

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### Valentine's Day is coming up. Do you have a dating policy?

Love is in the air! If you want to make sure that Cupid doesn't bring you a lawsuit, you should have a dating policy and consensual relationship guidelines. If you don't have those, or if you're looking for new ones, I've got you covered!

[Consensual Relationship Guidelines](#)

[Dating Policy Template](#)



## Are you celebrating Black History Month?

### February is Black History Month

You might be wondering how you should be celebrating. Or not celebrating. Hopefully, you've figured that out because I'm not going to give you any help there. What I will do is give you some hints for having an inclusive workplace. This is important for ALL of your employees.

### Acknowledge and validate experiences that are different from yours

It's crucial to acknowledge the reality of racism and its impact on your employees. Validating experiences without dismissing or downplaying them is the first step in creating a supportive environment.

### Create safe communication channels

Create safe spaces where underrepresented employees can share their experiences and feelings without fear of judgment or repercussions. This could be through facilitated discussions, support groups, or confidential one-on-one meetings.

### Review your policies and how you enforce them

Review your company policies to make sure they are inclusive. Establish clear, zero-tolerance policies against discrimination and harassment. The most important piece - make sure that these policies are enforced and that there are real consequences for violations.

### Leadership reflection and development

Encourage leaders to reflect on their own biases and behaviors. Personal development in the context of inclusion is a critical component of creating a more inclusive and empathetic leadership team.

### Continuous Feedback

Regularly assess the workplace culture and solicit feedback from employees, particularly those from marginalized groups. Use this feedback to make continuous improvements.

Ok, got it? No?

It's not the easiest subject to tackle, but it's one of huge importance. If you have a situation that you need help with, please contact us and we'll offer our advice in the strictest of confidence.

# Q&A



## We were supposed to have a new hire, but I want to withdraw the offer, can I?

Legally, yes, you absolutely can. But that's not the right question. The question is, should you. That answer is very, very different. No, no you 100% should not. And if you aren't doing workforce planning well and that is causing this to happen, that is a problem to solve.

## As a small business, what can I do to attract top talent?

There are several things you can do! It may cost you a bit but offer competitive benefits tailored to your workforce, like flexible hours or remote work options. Create an amazing culture and talk about it a LOT. Use social media and your professional network to reach a wider audience.

## Do I need to provide a prayer room for my employees?

No, but you should comply with any request to allow them to use a quiet space to pray to comply with Title VII of the Civil Rights Act of 1964. If you have the means to create a room, it may go a long way toward creating a more inclusive environment.

# Let's talk on the phone

## Here are three questions for you:

- Do you currently have an HR consultant?
- On a scale of 1 to 10, how happy are you with them?
- If the answer isn't "I'm so delighted I could print 1,000 flyers to spread the word about them", let's jump on a video call

You know just how important it is to get proactive, responsive HR support. That's what we do. And we're taking on new clients.



Set up a 15-minute call at <https://links.searscoaching.com/15min>



**YOUR HR EXPERTS**

