

## Course Outline

### **Managing Absence and Productivity Issues**

*Two-Credit Course*

#### **Explaining Employee Absences and Productivity Loss**

- I. The Cost of Poor Employee Health
- II. Health-Related Absences and Absenteeism
- III. Presenteeism
- IV. Presenteeism and Chronic Conditions
- V. Presenteeism and Short-Term Health Problems
- VI. Presenteeism and Health Risks
- VII. Other Factors Impacting Employee Productivity
- VIII. Why Personal Distractions Don't Always Lead to Absence

Estimated Time to Complete: 30 minutes

#### **Employer Solutions for Managing Absences and Productivity**

- I. What is Absence Management?
- II. Analyzing Plan Data to Identify Pain Points
- III. Group Health Plans and Prescription Drug Coverage
- IV. Employee Assistance Programs (EAPs)
- V. Wellness Programs
- VI. Disease Management Programs
- VII. Leave Programs
- VIII. Contracting With Leave Management Service Providers
- IX. Management Training
- X. Employee Engagement and Education

Estimated Time to Complete: 30 minutes

#### **Stay-at-Work (SAW) and Return-to-Work (RTW) Programs**

- I. Stay-at-Work (SAW) Programs
- II. Return-to-Work (RTW) Programs
- III. Workers' Compensation RTW Programs
- IV. RTW Programs for Non-Occupational Illnesses and Injuries
- V. Integrated RTW Programs
- VI. Provider-Based RTW Programs
- VII. ADA Considerations

Estimated Time to Complete: 30 minutes

#### **Flexible Work Arrangements**

- I. Reducing Absences and Improving Productivity Through Flexibility
- II. Telecommuting
- III. Flextime
- IV. Compressed Workweeks

Estimated Time to Complete: 30 minutes

NOTE: The estimated time to complete each lesson is based on word count and assumes uninterrupted consumption of the course. Actual time to complete each lesson can vary widely based on familiarity with the topics and other factors. Time required to complete the course final exam is not counted in these estimates.