

The Bradford Factor - Information Sheet

The College adopts a consistent and fair approach to absence monitoring by using trigger points to monitor all absences.

Trigger points at the College are calculated using the **Bradford Factor Formula**. The Bradford Factor recognises that short term absences are the most disruptive to the running of an institution. The Bradford Factor therefore identifies the disruption caused by persistent short term absences by not only measuring how long your absence was, but also taking account of the number of absences you have had over a set period.

The Bradford factor is calculated as follows: $S \times S \times D = B$

- S is the total number of spells (instances) of absence of an individual over a set period (a rolling 12 months)
- D is the total number of days of absence of that individual over the same set period
- B is the Bradford Factor score

The first Bradford Trigger point set by the College is 99, should a member of staff hit this they will initially be referred to Occupational Health.

For example :

Example 1

Mrs Anne Teeter was absent on 3 occasions throughout the year, each period for 2 days – making 6 days altogether.

Mrs Teeter's Bradford Factor Score is therefore:

$$S \times S \times D = B$$

$$3 \times 3 \times 6 = 54$$

Mrs Teeter has a Bradford Factor Score of **54**, she has not hit a trigger point.

Example 2

Mr Leon King was absent on 4 occasions throughout the year, for a total of 7 days altogether.

Mr King's Bradford Factor Score is therefore:

$$S \times S \times D = B$$

$$4 \times 4 \times 7 = 112$$

Mr King has a Bradford Factor Score of **112**, he has therefore hit a trigger point and will be referred to Occupational Health.