

## The Bradford Factor - Information Sheet

The College adopts a consistent and fair approach to absence monitoring by using trigger points to monitor all sickness\* absences, over a 12-month rolling period.

Trigger points at the College are calculated using the **Bradford Factor Formula**. The Bradford Factor recognises that short term absences are the most disruptive, so it measures:

- how long your absence was and,
- the number of absences you have had over a set period.

For the purposes of the calculation, “*absence*” means any days of absence that fall on a working day in your normal working pattern; therefore, your non-working days **do not** count. For example, this means if you don’t work a weekend then an **absence** from Friday to Monday inclusive will count as 2 days of absence when calculating the Bradford Factor score.

The iTrent HR system will automatically calculate the Bradford Factor, so Managers should always reference the latest information from the system through Manager Self-Service on iTrent (insert screen shot)

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 working days lost during the 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.**

### Example 1

Mrs Anne Teeter was absent on 3 occasions (**Spells**) throughout the year, each period for 2 **Days** – making 6 days of absence altogether.

Mrs Teeter’s Bradford Factor Score (**B**) 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 of absence 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.

\*For the purposes of the Bradford Factor, sickness relating to the following absences must be **excluded from the BF calculation**:

• Maternity	• Covid quarantining/isolation during 2020 only (Covid sickness is included)
• Disability	• Industrial Injury/accident at work