Bradford Factor

Article related to version 8.7+

Topics covered in this article

1 - What is the Bradford Factor?

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1 - What is the Bradford Factor

The Bradford Factor is a means of providing a numerical statistic of average absence rates of staff within organisations. It is helpful in determining if absence rates have become excessive. The calculation of Bradford Factor (B) is:

$S^2 \times D = B$

S is the total number of separate absences by a person. You times this number by itself.
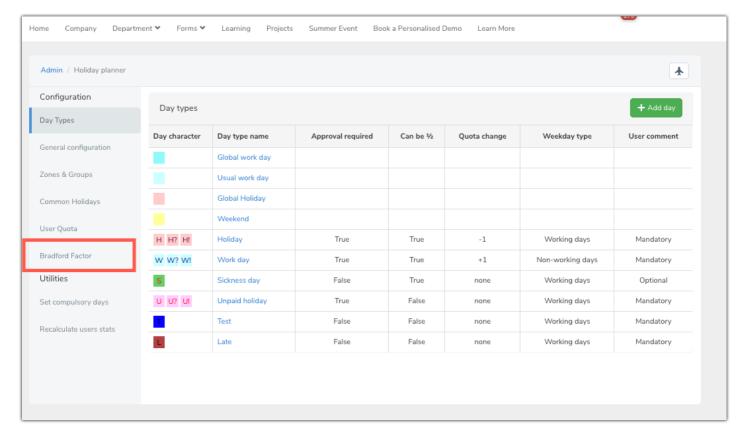
D is the total number of days of absence of that person.
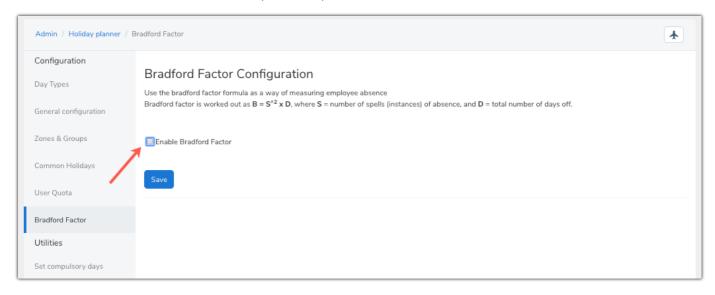
B is the Bradford Factor score.

2 - How to enable Bradford Factor
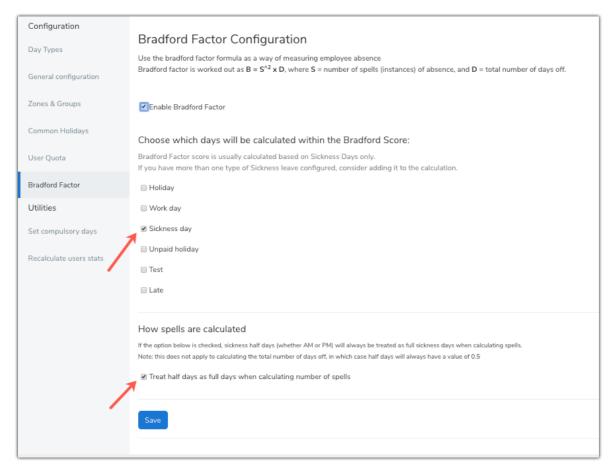
Navigate to Applications > Admin > Holidays

Here you will see a list of options down the left hand side of the page. Select Bradford Factor.

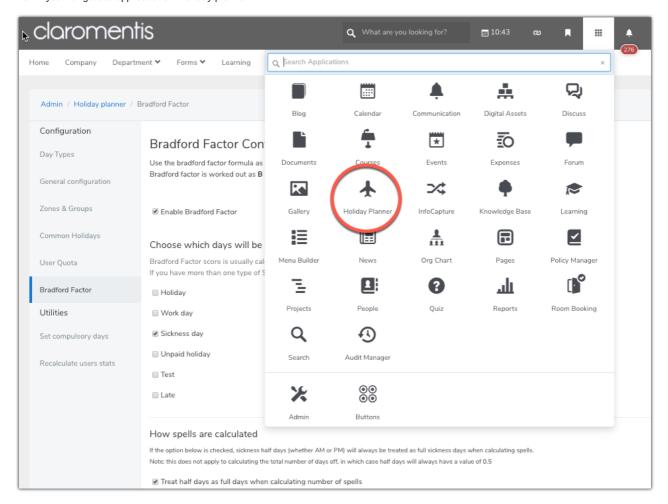| Day character	Day type name	Approval required	Can be ½	Quota change	Weekday type	User comment
	Global work day					
	Usual work day					
	Global Holiday					
	Weekend					
H H? H!	Holiday	True	True	-1	Working days	Mandatory
W W? W!	Work day	True	True	+1	Non-working days	Mandatory
S	Sickness day	False	True	none	Working days	Optional
U U? U!	Unpaid holiday	True	False	none	Working days	Mandatory
T	Test	False	False	none	Working days	Mandatory
L	Late	False	False	none	Working days	Mandatory

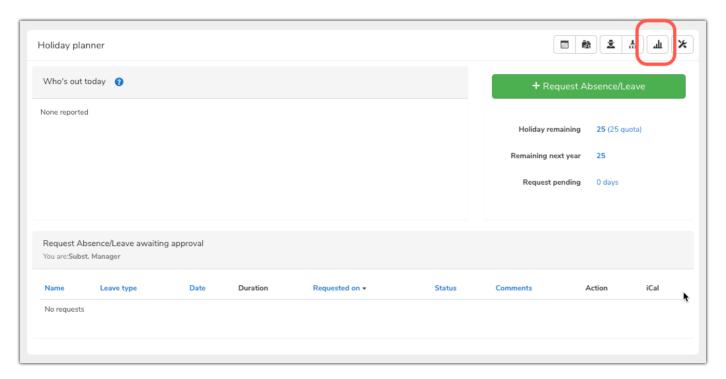Next select enable Bradford Factor and a further set of options will drop down.

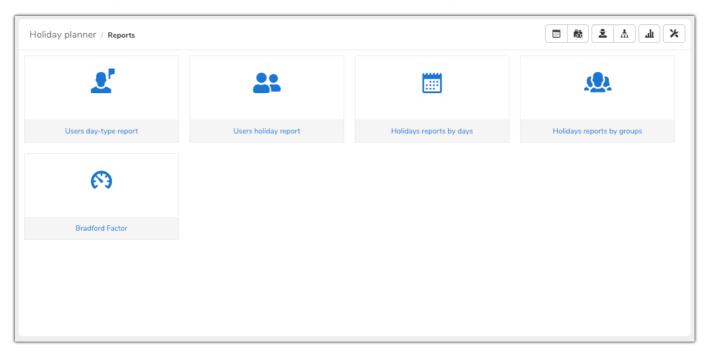Select sickness day and decide if half days should be treated as full days.

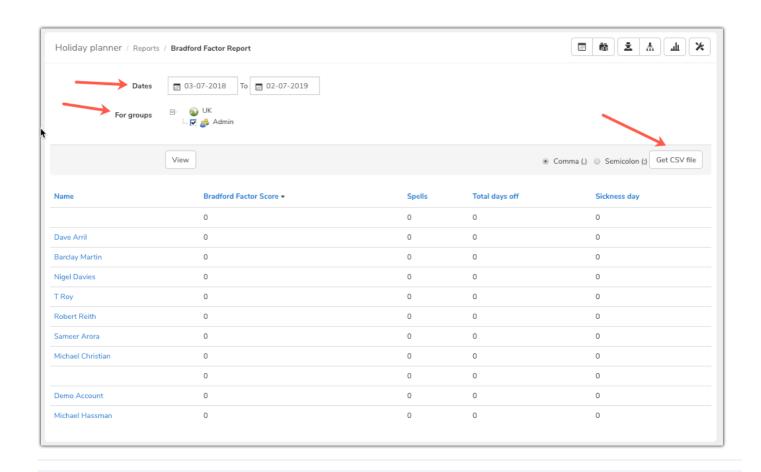Now if you navigate to applications > Holiday planner

Then select the reports icon

You will see the below page. Because we have just enabled Bradford Factor it is now listed in the reports tab.

Finally, if you select the time frame and group you would like to see and click 'view' their data will appear. You can export this data as a CSV file by using the button on the right.

Name	Bradford Factor Score ▾	Spells	Total days off	Sickness day
	0	0	0	0
Dave Arril	0	0	0	0
Barclay Martin	0	0	0	0
Nigel Davies	0	0	0	0
T Roy	0	0	0	0
Robert Reith	0	0	0	0
Sameer Arora	0	0	0	0
Michael Christian	0	0	0	0
	0	0	0	0
Demo Account	0	0	0	0
Michael Hassman	0	0	0	0

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Tags: holiday planner, bradford factor, absence, sickness