



Bradford Factor

Article related to version 8.7+

Topics covered in this article

- 1 - What is the Bradford Factor?
- 2 - How to enable Bradford Factor

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.

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Admin / Holiday planner

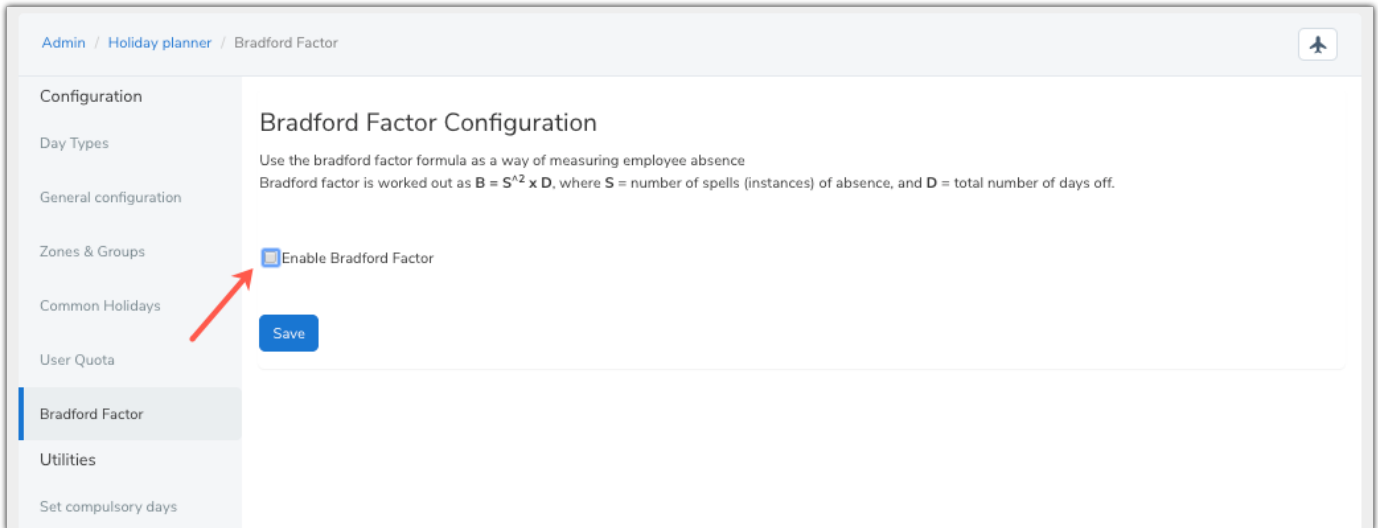
Configuration

- Day Types
- General configuration
- Zones & Groups
- Common Holidays
- User Quota
- Bradford Factor**
- Utilities
- Set compulsory days
- Recalculate users stats

Day types + Add day

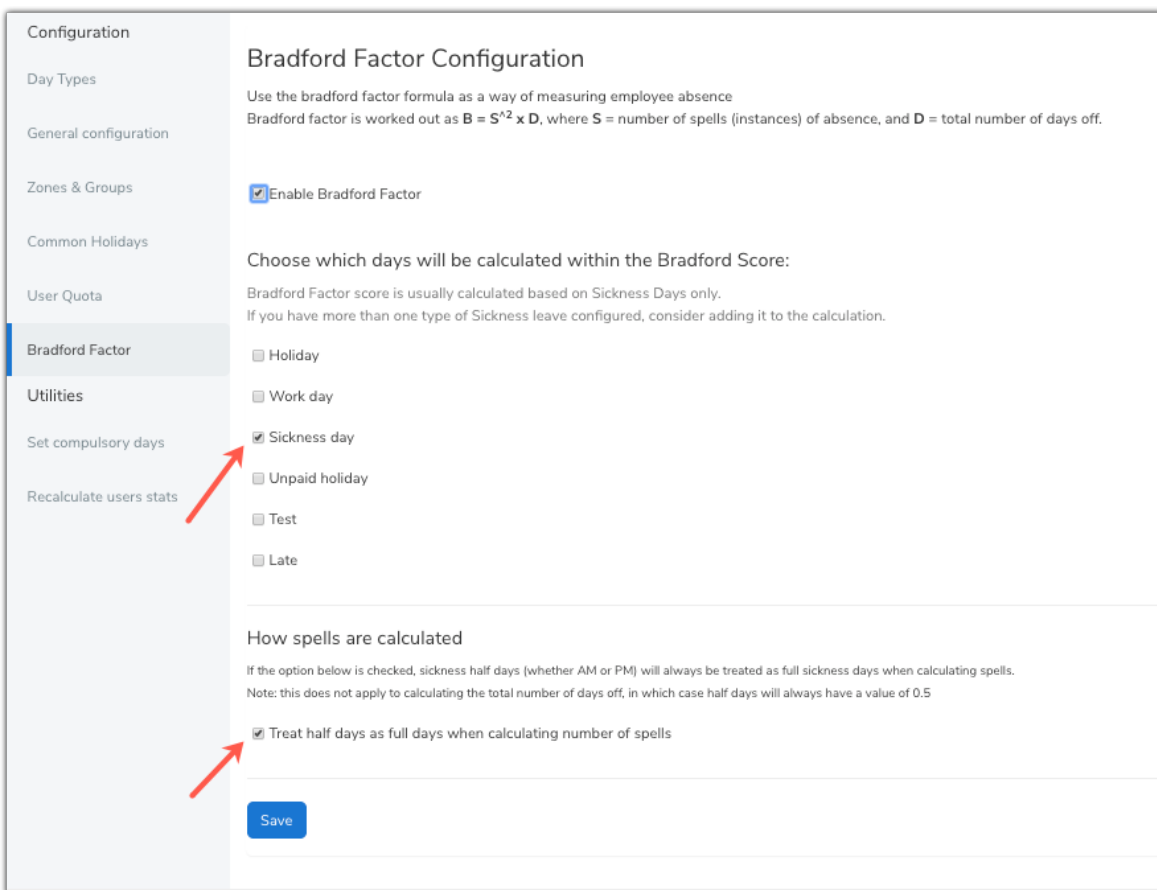
Day character	Day type name	Approval required	Can be ½	Quota change	Weekday type	User comment
	Global work day					
	Usual work day					
	Global Holiday					
	Weekend					
H H? H!	Holiday	True	True	-1	Working days	Mandatory
W W? W!	Work day	True	True	+1	Non-working days	Mandatory
S	Sickness day	False	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.



The screenshot shows the 'Bradford Factor Configuration' page. On the left is a navigation menu with items: Configuration, Day Types, General configuration, Zones & Groups, Common Holidays, User Quota, Bradford Factor (highlighted), Utilities, and Set compulsory days. The main content area has the title 'Bradford Factor Configuration' and a sub-header 'Use the bradford factor formula as a way of measuring employee absence'. Below this is the formula: 'Bradford factor is worked out as $B = S^2 \times D$, where S = number of spells (instances) of absence, and D = total number of days off.' There is a checkbox labeled 'Enable Bradford Factor' which is checked, and a blue 'Save' button below it. A red arrow points to the checkbox.

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



The screenshot shows the 'Bradford Factor Configuration' page with more options. The 'Enable Bradford Factor' checkbox is checked. Below it is the section 'Choose which days will be calculated within the Bradford Score:'. A sub-header reads 'Bradford Factor score is usually calculated based on Sickness Days only. If you have more than one type of Sickness leave configured, consider adding it to the calculation.' There is a list of checkboxes: 'Holiday', 'Work day', 'Sickness day' (checked), 'Unpaid holiday', 'Test', and 'Late'. Below this is the section 'How spells are calculated'. A sub-header reads 'If the option below is checked, sickness half days (whether AM or PM) will always be treated as full sickness days when calculating spells. Note: this does not apply to calculating the total number of days off, in which case half days will always have a value of 0.5'. There is a checkbox labeled 'Treat half days as full days when calculating number of spells' which is checked. A blue 'Save' button is at the bottom. Two red arrows point to the 'Sickness day' and 'Treat half days...' checkboxes.

Now if you navigate to applications > Holiday planner

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What are you looking for? 10:43

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Configuration

Day Types

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Zones & Groups

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Bradford Factor

Utilities

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Recalculate users stats

Bradford Factor Configuration

Use the bradford factor formula as Bradford factor is worked out as B

Enable Bradford Factor

Choose which days will be

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Holiday

Work day

Sickness day

Unpaid holiday

Test

Late

How spells are calculated

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Note: this does not apply to calculating the total number of days off, in which case half days will always have a value of 0.5

Treat half days as full days when calculating number of spells

Then select the reports icon

Holiday planner

Who's out today ?

None reported

+ Request Absence/Leave

Holiday remaining 25 (25 quota)

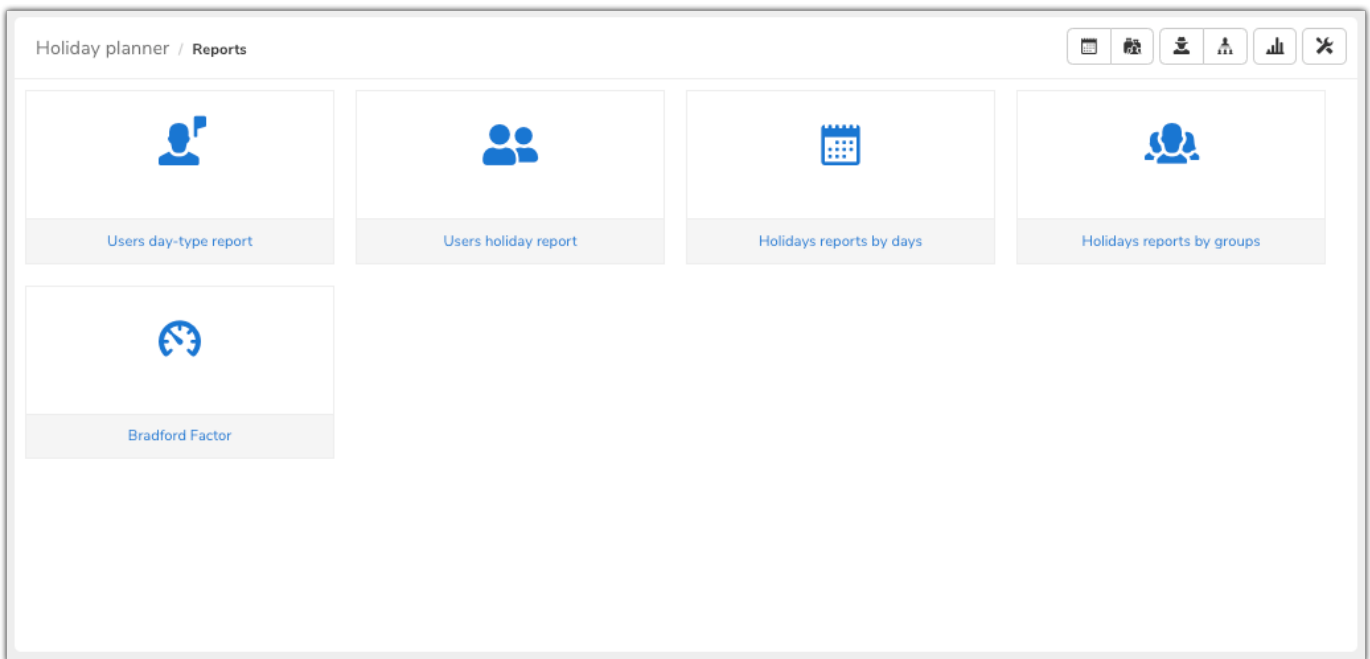
Remaining next year 25

Request pending 0 days

Request Absence/Leave awaiting approval
You are:Subst. Manager

Name	Leave type	Date	Duration	Requested on	Status	Comments	Action	iCal
No requests								

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.

The 'Bradford Factor Report' page includes the following elements:

- Dates:** 03-07-2018 To 02-07-2019
- For groups:** UK, Admin
- Buttons:** View, Get CSV file
- Export Options:** Comma (,), Semicolon (;)

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