



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

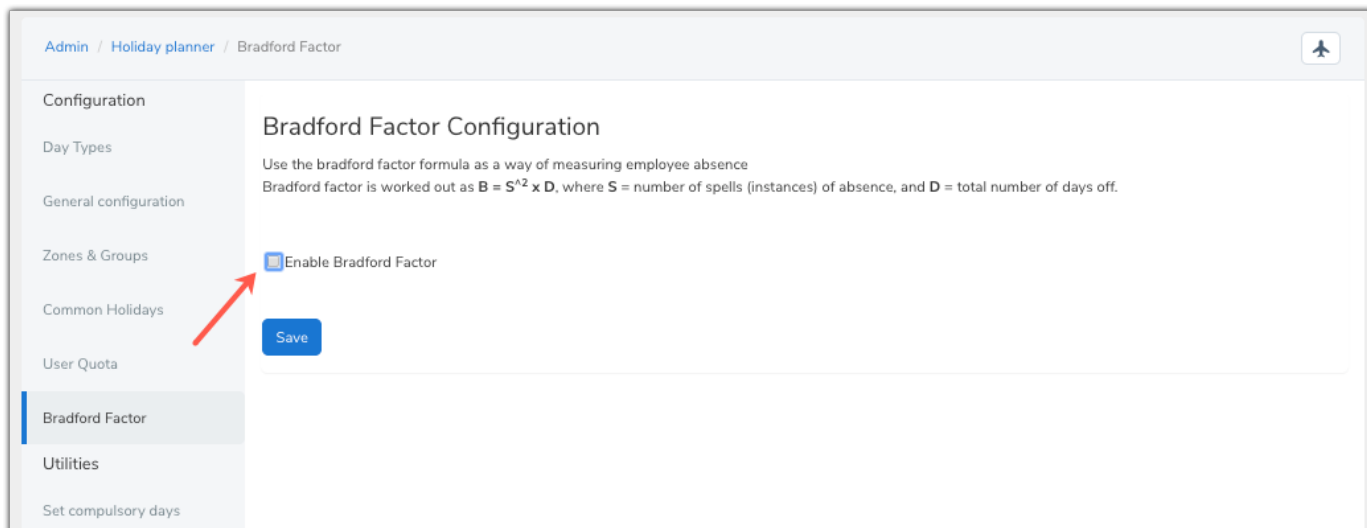
Navigate to Applications > Admin > Holidays

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

A screenshot of a web application interface for configuring the Bradford Factor. The top navigation bar includes links for Home, Company, Department, Forms, Learning, Projects, Summer Event, Book a Personalised Demo, and Learn More. The main content area is titled 'Admin / Holiday planner' and features a sidebar on the left with a 'Configuration' section. Under 'Configuration', the 'Day Types' option is highlighted with a red box. The main area displays a table of day types with columns for Day character, Day type name, Approval required, Can be ½, Quota change, Weekday type, and User comment. A '+ Add day' button is located in the top right corner of the table.

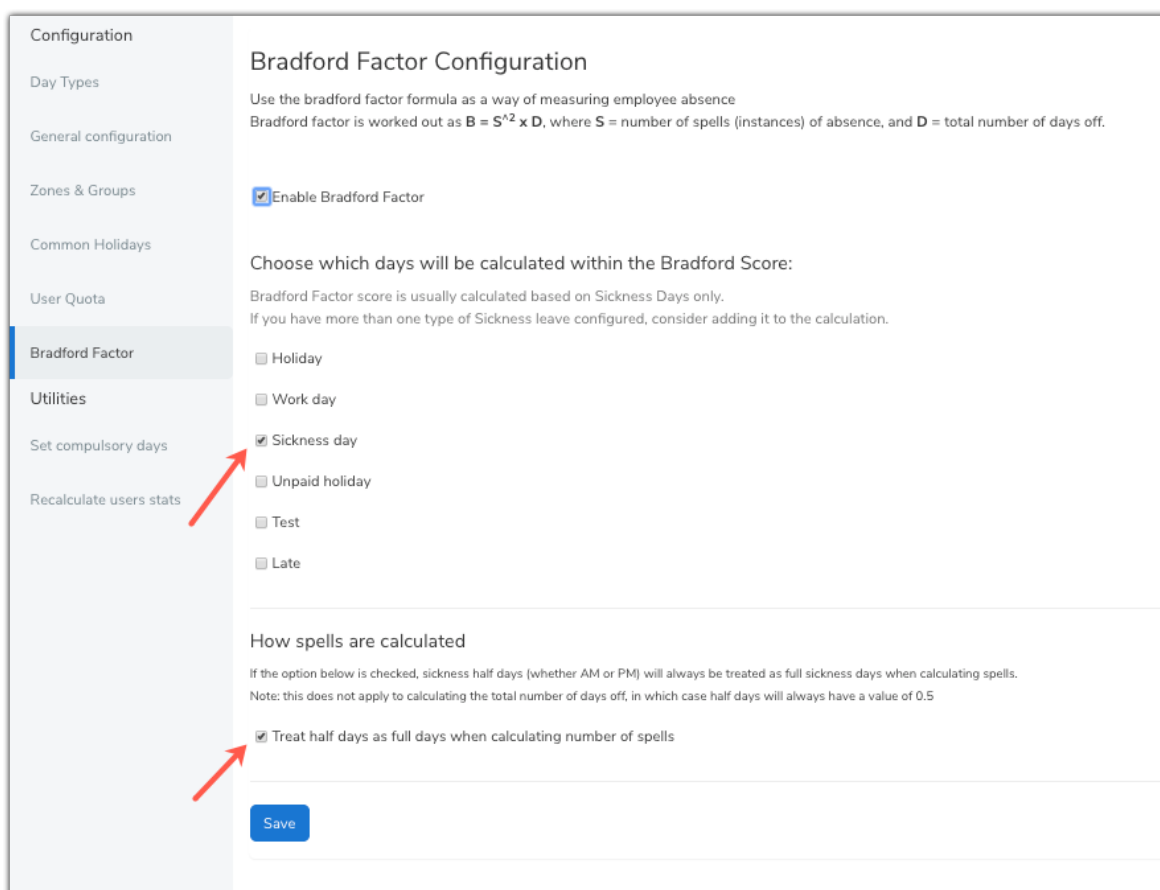
Day character	Day type name	Approval required	Can be ½	Quota change	Weekday type	User comment
	Global work day					
	Usual work day					
	Global Holiday					
	Weekend					
H H? H!	Holiday	True	True	-1	Working days	Mandatory
W W? W!	Work day	True	True	+1	Non-working days	Mandatory
S	Sickness day	False	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 sidebar, the 'Bradford Factor' menu item is highlighted. The main content area has the title 'Bradford Factor Configuration' and a description: 'Use the bradford factor formula as a way of measuring employee absence. 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.' Below this, the checkbox 'Enable Bradford Factor' is checked, and a red arrow points to it. A 'Save' button is visible below the checkbox.

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



This screenshot shows the same 'Bradford Factor Configuration' page, but with more options visible. The 'Enable Bradford Factor' checkbox remains checked. Below it, the section 'Choose which days will be calculated within the Bradford Score:' is expanded. It contains a list of checkboxes: 'Holiday', 'Work day', 'Sickness day' (checked with a red arrow), 'Unpaid holiday', 'Test', and 'Late'. Below this list, the section 'How spells are calculated' is expanded, showing a checkbox 'Treat half days as full days when calculating number of spells' which is also checked with a red arrow. A 'Save' button is at the bottom.

Now if you navigate to applications > Holiday planner

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What are you looking for? 10:43 276

Home Company Department Forms Learning

Search Applications

Admin / Holiday planner / Bradford Factor

Configuration

Day Types

General configuration

Zones & Groups

Common Holidays

User Quota

Bradford Factor

Utilities

Set compulsory days

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

Bradford Factor score is usually cal
If you have more than one type of S

☐ Holiday

☐ Work day

☒ Sickness day

☐ Unpaid holiday

☐ Test

☐ Late

How spells are calculated

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

☒ Treat half days as full days when calculating number of spells

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Pages

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Projects

People

Quiz

Reports

Room Booking

Search

Audit Manager

Admin

Buttons

Then select the reports icon

Holiday planner

Who's out today ?

None reported

+ Request Absence/Leave

Holiday remaining 25 (25 quota)

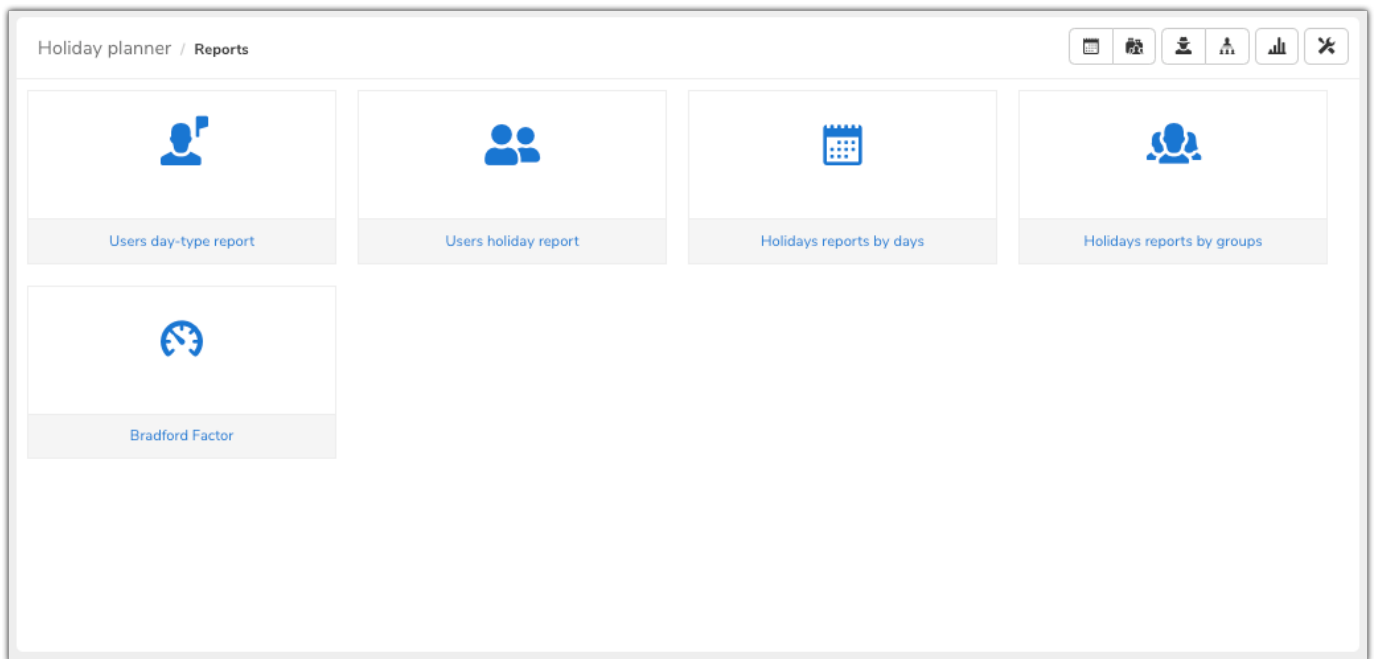
Remaining next year 25

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.

Holiday planner / Reports / **Bradford Factor Report**

Dates 03-07-2018 To 02-07-2019

For groups UK Admin

☒ 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