



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.

Home
Company
Department ▼
Forms ▼
Learning
Projects
Summer Event
Book a Personalised Demo
Learn More

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.

Admin / Holiday planner / Bradford Factor

Configuration

Day Types

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Zones & Groups

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Bradford Factor

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Bradford Factor Configuration

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.

☒ Enable Bradford Factor

Save

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

Configuration

Day Types

General configuration

Zones & Groups

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☒ Enable Bradford Factor

Choose which days will be calculated within the Bradford Score:

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.

☐ 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

Save

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

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Blog

Calendar

Communication

Digital Assets

Discuss

Documents

Courses

Events

Expenses

Forum

Gallery

Holiday Planner

InfoCapture

Knowledge Base

Learning

Menu Builder

News

Org Chart

Pages

Policy Manager

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.

Holiday planner / Reports

Users day-type report

Users holiday report

Holidays reports by days

Holidays reports by groups

Bradford Factor

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

View

Comma (,)

Semicolon (;)

Get CSV file

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