



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

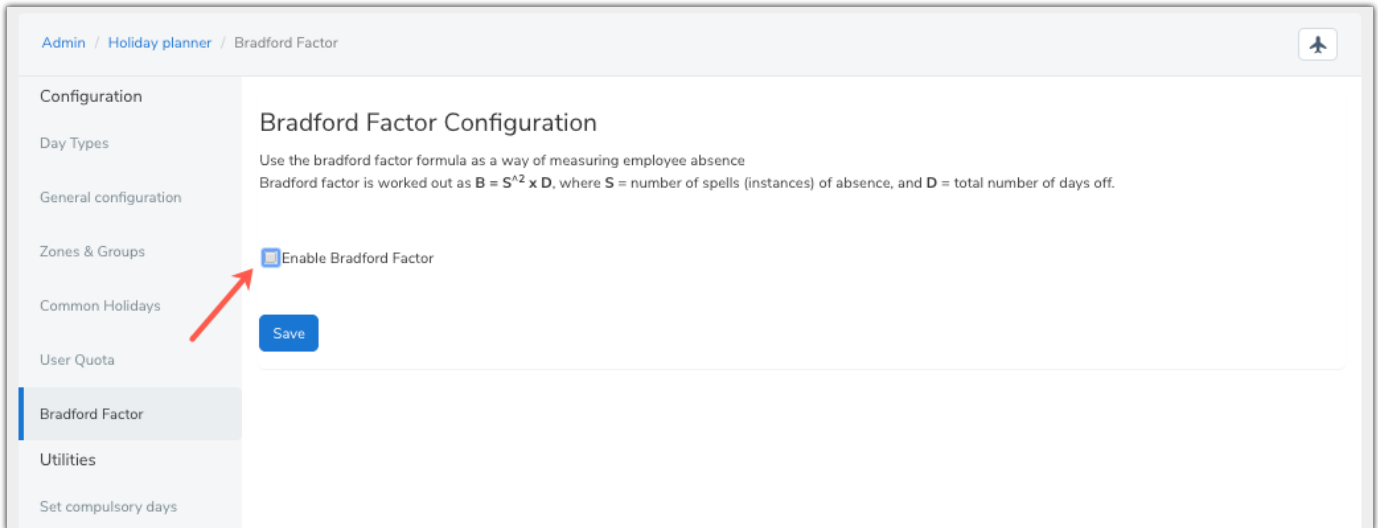
Navigate to Applications > Admin > Holidays

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

The screenshot shows the 'Admin / Holiday planner' interface. The left-hand navigation menu is expanded, and the 'Bradford Factor' option is highlighted with a red box. The main content 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. The 'Holiday' row is highlighted in blue.

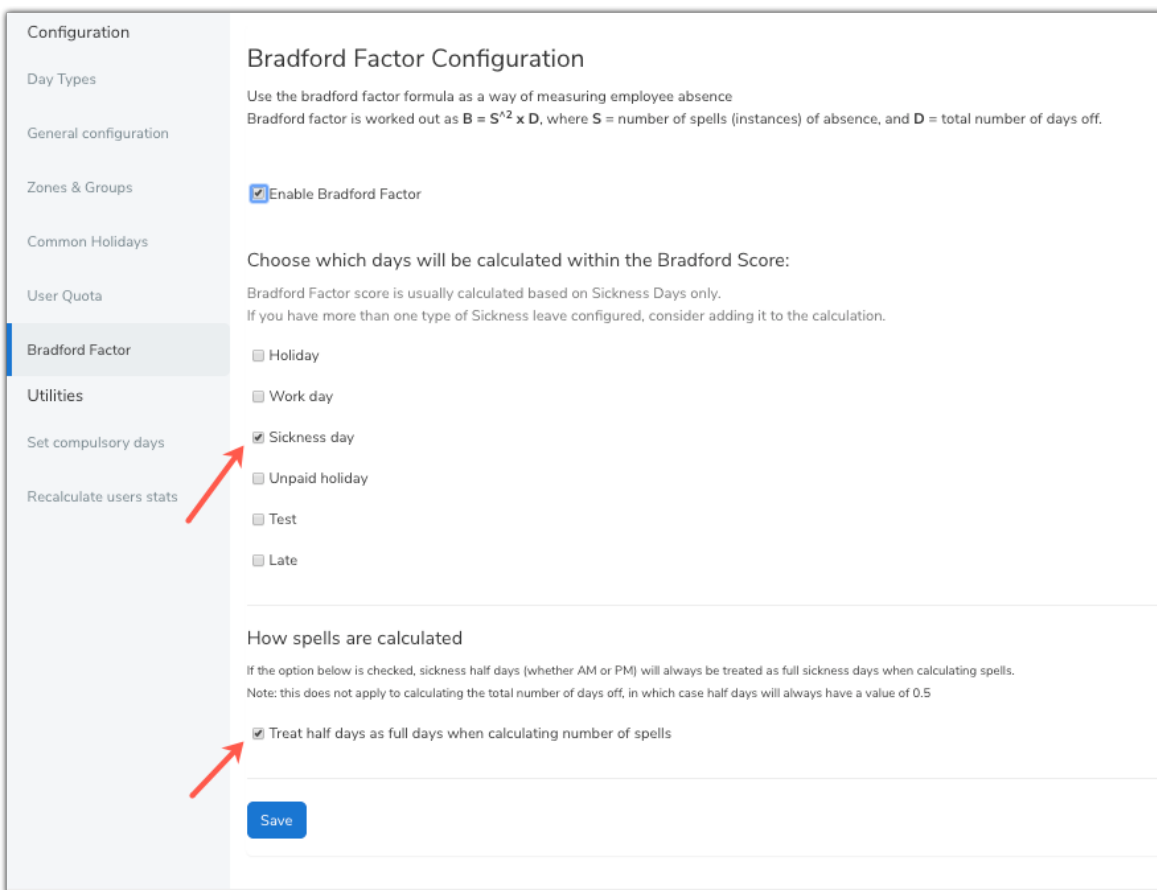
Day character	Day type name	Approval required	Can be ½	Quota change	Weekday type	User comment
	Global work day					
	Usual work day					
	Global Holiday					
	Weekend					
H H? H!	Holiday	True	True	-1	Working days	Mandatory
W W? W!	Work day	True	True	+1	Non-working days	Mandatory
S	Sickness day	False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



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 with a red arrow), '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 'Treat half days as full days when calculating number of spells' which is checked with a red arrow. A 'Save' button is at the bottom.

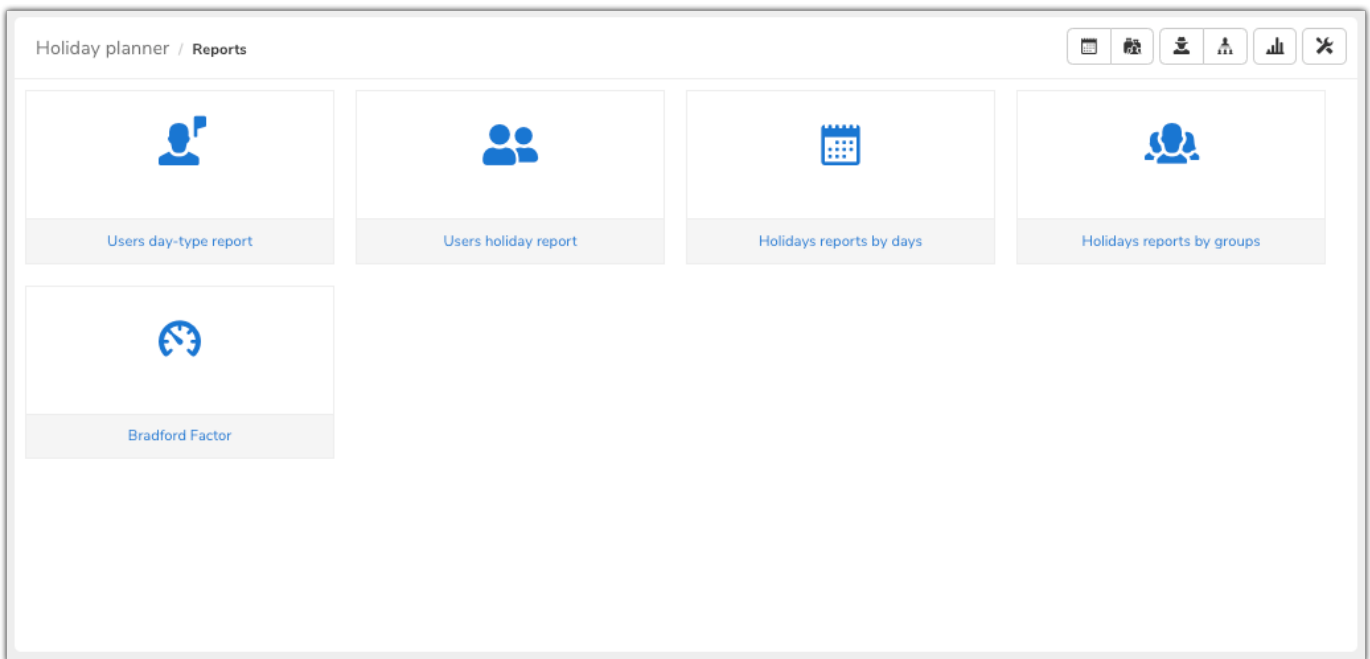
Now if you navigate to applications > Holiday planner

The screenshot shows the Clarentis application interface. At the top, there is a search bar with the text "What are you looking for?". Below the search bar, a dropdown menu is open, displaying a grid of application icons. The "Holiday Planner" icon, which features an airplane, is circled in red. The background shows the "Bradford Factor Configuration" page, with a sidebar on the left containing navigation options like "Configuration", "Day Types", "General configuration", "Zones & Groups", "Common Holidays", "User Quota", "Bradford Factor", "Utilities", "Set compulsory days", and "Recalculate users stats". The main content area displays configuration options for the Bradford Factor, including checkboxes for "Enable Bradford Factor", "Holiday", "Work day", "Sickness day", "Unpaid holiday", "Test", and "Late".

Then select the reports icon

The screenshot shows the "Holiday planner" interface. At the top right, there is a toolbar with several icons. The "Reports" icon, which is a bar chart, is circled in red. Below the toolbar, there is a section titled "Who's out today" with a question mark icon. Below this, it says "None reported". To the right, there is a green button labeled "+ Request Absence/Leave". Below the button, there are three rows of data: "Holiday remaining 25 (25 quota)", "Remaining next year 25", and "Request pending 0 days". Below this, there is a section titled "Request Absence/Leave awaiting approval" with the text "You are:Subst. Manager". At the bottom, there is a table with the following columns: "Name", "Leave type", "Date", "Duration", "Requested on", "Status", "Comments", "Action", and "iCal". The table currently shows "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.

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