

January 2025 HR Report

Finalised: 01 February 2025

Summary

- COVID cases saw a 7.5% increase in January 2025, compared to December.
- A total of 28 employees self-reported an absence, with a positive PCR test result.
- This month, the departments most affected were IT and Customer Services
- The regions most affected were Birmingham and London.

Department Breakdown

Department	Total Cases	Average Absence Duration	Operation Impact Level
Customer Service	10	7 days	High
IT	10	12 days	High
Accounting	3	5 days	Medium
Operations	2	4.5 days	Low
HR	3	8.5 days	Medium

Actionable Recommendations:

1. Temporary Staffing Support:
Consider short-term contract hires or cross-training employees in high-impact areas (Customer Services & IT).
2. Remote Work Expansion:
Encourage flexible work-from-home policies where feasible to maintain.
3. Promote Health Resources to all employees for increased awareness.