

A STUDY ON EMPLOYEE ABSENTEEISM

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ABSTRACT

The article report entitles A Study of Employee Absenteeism Is intended to determine the workers condition, salary, facilities, attendance program, training programme, motivation techniques and promotions. The article consists of objectives, limitations, company profile, research methodology, findings, suggestions, and conclusions. The information needed for the research has been gathered from primary and secondary data. The response given by the workers of the company is analyzed and interpreted using different types of statistical tools which are percentage analysis, Chi square, weighted average method. This article throws light to increase the productivity and increase growth of an organization. The sample size of the article is 100 from the population of 156. The questionnaire method as survey is used as a tool for collecting the primary data. The questionnaire has been designed by the researcher according to the objective of the study. Percentage analysis, Chi-square and weighted average are used as tools for data analysis.

Key words: Employee Absenteeism, Reasons, Measures for Control Absenteeism

INTRODUCTION

Absenteeism is defined as the failure of the worker to report for work when he is 'scheduled to work. A worker is expected to work when the employer has work available for him and the worker is aware of it. Authorized absence is also treated as absence while presence even for a part of the shift is treated as presence for the whole shift. Absence on account of strikes, lockout, layoff, weekly rests or suspension is not taken into account. Thus, it relates to only voluntary absence due to personal reasons of the individual concerned. Absenteeism rates given in the report represent percentage of man days lost due to absence to the corresponding total man days scheduled to work. The man days scheduled to work is arrived at by adding the man day's .actually worked and the man days lost on account of absence of the workers due to some reason or the other.

A worker who reports for any part of a shift is to be considered as present. An employee is considered scheduled to work when the employer has work for him there is no reason to expect well in advance that the employee will not be available for work at the specific time. An employee on regularly scheduled vacation is, therefore, not to be considered as employer-ordered lay-off. On the other hand an employee who requests time-off at other than a regular vacation period should be considered as absent from scheduled work until he returns, or until it is determined that the absence will be such duration that his name is removed from the list of active employees. After this date he should be considered as neither scheduled to work nor absent. Similarly, an employee who quits without notice should be considered as absent from scheduled work until his name is dropped from the active list, but preferably this period should not exceed one week in either case. If a strike is in progress, workers on strike should be considered as neither scheduled to work nor absent, since data on time is lost because strikes are collected under the head of man days lost on account of industrial dispute.

THE REASONS FOR ABSENTEEISM

The phenomenon of absenteeism has been explained in various ways. The atmosphere prevailing in a plant, therefore, affects His attitude to his work, and either persuades him to attend regularly or keeps him away. Irritating uncertainty, irregularity, and confusion in the factory are likely to be important cause of absenteeism. The attitude and practice of the management also contribute to absenteeism.

CAUSES OF ABSENTEEISM

- Maladjustment with factory conditions
- Social religious ceremonies
- Unsatisfactory housing conditions
- Industrial fatigue
- Unhealthy working conditions

- Absence of adequate welfare facilities
- Alcoholism
- Indebtedness
- Improper and unrealistic personnel policies
- In adequate leave facility

MEASURES FOR CONTROL ABSENTEEISM

- Adoption of a well defined recruitment procedure
- Cordial relationship between supervisors and workers
- Provision of reasonable wages and allowances and job security for workers
- Motivation of workers and social measures
- Improved communication and prompt redressal of grievances
- Liberal grant of leave
- Safety and accident prevention
- Provision of healthy and hygienic working conditions
- Development of workers education

STATEMENT OF THE PROBLEM

Absenteeism has become a major problem in almost all the industrial sectors. Excessive absenteeism constitutes a considerable cost to the industry even when the absent employee receives no pay. Because of disorganization of work, work schedules are upset and delayed, resulting in the management failure to meet delivery dates. When sick pay is authorized, the cost of absenteeism mounts up more rapidly. It is, therefore, desirable that measures are effectively implemented to minimize the cost of absenteeism as far as possible. In the light of various factors promoting excessive rate of absenteeism in the units concerned, measures will have to be taken by the management. Generally speaking, proper conditions of work in the factory, adequate wages leave for rest and recuperation constitute the most effective means of minimizing cost of absenteeism. Provision of suitable housing facilities in industrial towns would also go a long way in improving attendance. Unless working and living conditions are improved and necessary commitment of labour force in the place of work is promoted and stabilized, the problem of absenteeism cannot be effectively solved.

OBJECTIVE OF THE STUDY

- To find out various reasons for employee absenteeism
- To find out the level of satisfaction of the employees regarding overall management
- To find out whether absenteeism is more due to social & religious causes than ill health.
- To find out whether shift system has effect on absenteeism.
- To find out whether absenteeism has impact on routine work or not.

SCOPE OF THE STUDY

An absent employee means idle machines or unoccupied work space, with the consequent direct loss and an indirect reduction in the tempo of production. Productive efficiency of a plant is adversely affected by absenteeism which causes disorganization in work. Hence the scope of the study throws light on various reasons of absenteeism among the employees. Only the employees' perception falls under the area of the study. This study will serve as a base for further study on labour absenteeism

RESEARCH METHODOLOGY

• DATA COLLECTION

The present study requires the use of both primary data and secondary data. Primary data were collected using a structural questionnaire framed by the Present researcher with his guide. Secondary data needed for the study were collected through desk research.

• PRIMARY DATA

The study is mainly based on primary data. Before collecting the primary data, personal interviews were held with officers and employees of the company to collect information regarding the training and development.

• SECONDARY DATA

The required secondary data have been collected from unpublished materials published articles from various journals of the company, Besides unpublished data have been collected from the records kept at the study unit.

• TOOL FOR ANALYSIS

The main tool used for analysis of data was percentage method.

LIMITATIONS OF THE STUDY

- The present study on the employee absenteeism is confirmed to a single study unit. Hence the conclusions derived from the study may not be applicable to similar firms and to other areas.
- The sample employees selected for the present day IS limited to 100 workers, because of constraints in terms of limited time.
- Time factor was one of the main limitations of the study. In a short span of 15 days it was difficult to collect all needed information.
- The process of filling up of questionnaire has taken up so much time as most of the workers were not aware of the concepts and terms.
- The respondents were reluctant to express their views frankly. So the response was biased at an extent. This may affect the findings to certain level.

DATA ANALYSIS AND INTERPRETATION

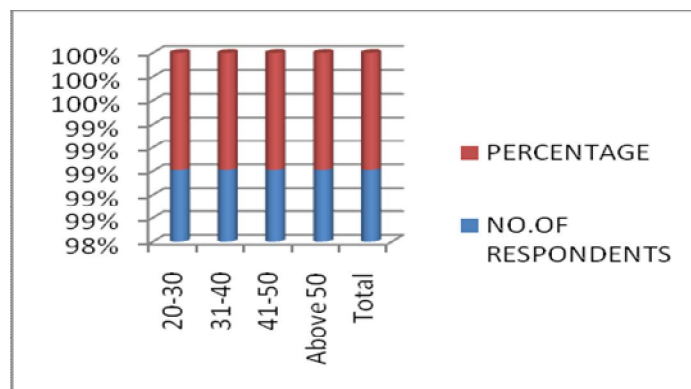
1.Table showing the information regarding the age of employees

AGE	NO.OF RESPONDENTS	PERCENTAGE
20-30	45	45%
31-40	40	40%
41-50	10	10%
Above 50	5	5%
Total	100	100%

INFERENCE

From the above table it is inferred that

- 45% of the respondents are aged between 20-30.
- 40% of the respondents are aged between 31-40.
- 10% of the respondents are aged between 41-50.
- 5% of the respondents are aged above 50.

CHART SHOWING THE INFORMATION REGARDING THE AGE OF THE EMPLOYEES

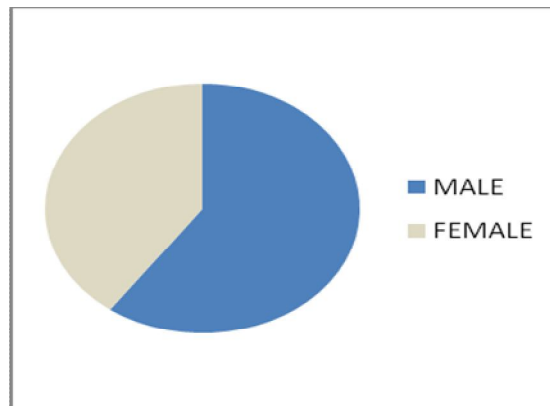
2 Table showing the information regarding the sex of the employees

PARTICULARS	NO.OF RESPONDENTS	%
MALE	60	60
FEMALE	40	40
TOTAL	100	100

INFERENCE

From the above it is inferred that 60% of respondents are male and 40% are female.

CHART SHOWING THE INFORMATION REGARDING THE SEX OF THE EMPLOYEES



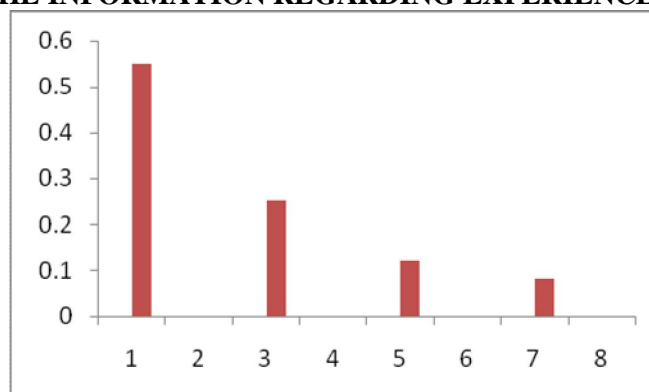
3. Table showing the information regarding experience of the employees

Experience	No. of Employees	%
Upto 3 years	55	55%
3-5 years	25	25%
5-7 years	12	12%
Above 7 years	8	8%

INFERENCE

- 55% of the respondents have experience of 3 years.
- 25% of the respondents have 3-5 years of experience.
- 12% of the respondents have 5-7 year experience.
- 8% of the respondents have above 7 years of experience

CHART SHOWING THE INFORMATION REGARDING EXPERIENCE OF THE EMPLOYEES



FINDINGS

- 45% of the employees are aged between 20-30, 40% of the employees are aged between 31-40, 10% of employees are aged between 41-50, 5% of the employees aged above 50.
- 20% of the employees are male and remaining 80% are female.
- 55% of the employees have experience of three years. 25% of the employees are having 3-5 years experience, 12% of the employees have 5-7 years experience, 8% of the employees have above 7 years of experience.
- 12% of the employees strongly agree that they are absent due to work load. 18% of the employees are agreeing that they are absent due to work load. 50% of the employees are disagreeing that they are absent due to work load. 20% of the employees are strongly disagreeing that they are absent due to work load.
- 10% of the employees strongly agree that they are absent due to poor working condition. 15% of the employees agree that they are absent due to poor working condition. 40% of the employees disagree that they are absent due to poor working condition. 35% of the employees strongly disagreeing that they are absent due to poor working condition.
- 58% of the employees are absent due to family problems. The remaining 42% of the employees are not absent due to family problems.
- 60% of the respondents are absent due to social and religious cause. 40% respondents are not absent due to social and religious cause.
- 12% of the employees are strongly agreeing that they are absent due to lack of proper welfare measures. 18% of the employees agree that they are absent due to lack of proper welfare measures. 30% of the employees are disagreeing that they are absent due to lack of proper welfare measures. 40% of the employees strongly disagree that they are absent due to lack of proper welfare measures.
- 60% of the employees told that routine work is affected by absenteeism. 40% of the employees told that routine work is not affected by absenteeism.
- 10% of the employees are strongly agreeing that they are taking leave due to the lack of proper leave facilities. 20% of the employees agree that they are taking leave due to improper leave facility. 40% of the employees disagree that they are taking leave due to improper leave facility.
- 40% of the employees strongly agree that they are absent due to poor performance appraisal. 30% of the employees agree that they are taking leave due to poor performance appraisal. 18% of the employees disagree that they are absent due to poor performance appraisal. 12% of the employees strongly disagree that they are absent due to poor performance appraisal.
- 65% of the employees are absent due to ill health and remaining 35% of the employees are not absent due to ill health.

SUGGESTIONS AND RECOMMENDATIONS

- The best and simplest way to reduce absenteeism is providing counseling to those employees who take leave unnecessarily and making them aware of the problems of absenteeism and their importance at the work place.
- The management's strict attitude in granting leave even when the need is genuine tempts the workers to go on leave though on loss of pay. Hence an effective way of dealing with absenteeism is to liberalize leave rules.
- The rules and regulation relating to attendance must be explained to workers. In order to reduce work load, must appoint sufficient employees. Only then the existing employees can work better without any stress or strain and by this absenteeism can be reduced
- Giving employees incentives for reduced absenteeism is not the same as rewarding or giving employees bonuses for reduced absenteeism. An incentive provides an employee with a boost to their motivation to avoid unnecessary absenteeism.
- Periodical medical camps for free check-Ups can improve the health of employees. By this absenteeism can be

reduced.

- Proper counseling regarding religion and caste must be endeavored
- Improving welfare measures considerably reduces absenteeism.
- Strict disciplinary measures to reduce absenteeism must be configured.

CONCLUSION

This study analysis the issue of employees absenteeism and explores in detail preventative and corrective actions. Absenteeism has a negative impact on a company's employee morale. There are a number of programs that can be implemented individually or collectively to reduce employee absenteeism. Absenteeism is a serious and costly problem faced by companies throughout the world. This problem requires that all employees understand the consequences of such behaviour from a company's standpoint as well as a personal standpoint. All companies must approach this problem from a proactive position with employee prevention programs and progressive discipline programs.

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