

A Study on Employee Absenteeism

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ABSTRACT

The project report entitle a study on employee's absenteeism is intended to determine the employees condition, salary, facility, attendance program, training program, motivation techniques and promotions. The purpose of this paper is to review on problems of employee. Absenteeism as a form of withdrawal behavior apart from turnover. Employees not showing up for work when scheduled can be a major problem for organizations. This study aims to identify the most common cause of employee absences on employer cost. Employee Absence is a serious problem for management because it involves heavy burden. The job satisfaction is the primary cause of absenteeism. Absenteeism is one of the most wide spread obstacles to productivity, profitability and competitiveness. Employee harassed by co-workers or management is one of the reason for absenteeism. The responses may be influenced by personal bias. It contributes toward the improvement of performance and productivity, improving wellbeing of workforce and their families. Employees not showing up for work when schedule can be a major problem of the organization. Employee absenteeism is a worldwide phenomenon which, due to the financial impact on a nation's economy, is an important subject on the international agenda. The article consists of objectives, limitations, company profile, research methodology, findings, suggestions and conclusion. The information needed for the research has been gathered from primary and secondary data.

Keywords: Absenteeism, Health Characteristics, Measures to Control Absenteeism, Causes and Costs of Absenteeism.

I. INTRODUCTION

Absenteeism is defined as the failure of the worker to report for the work when this scheduled to work. It may be caused by the employee's inability to come to work, it has long been considered a significant problem in organization and it is a stubborn problem to which there is no easy cure.

The job satisfaction is the primary cause of absenteeism. It can be defined as stress that leads to work exhaustion. The employees who quit without notice are also counted as absenteeism until they are officially removed from payroll. Absenteeism are becoming a serious practice in labor oriented industries, absenteeism of employees from work leads to backlogs, piling of work and thus work delay, it has been viewed as an indicator of poor individual performance. Absenteeism is one of the most widespread obstacles to productivity, profitability and competitiveness. It causes, late deliveries, dissatisfied customers and a decline in morale among workers expected to cover for absent colleagues. The indirect costs often exceed the direct while the absenteeism cause considerable losses to the company. It also effects its operations in terms of achieving its ultimate objectives.

"The rate of employee absenteeism is expressed using the following formula: $\text{Absenteeism} = \frac{\text{man shifts lost in hours}}{\text{total man shifts scheduled in work in hours}} \times 100$ ".

II. DEFINITION OF ABSENTEEISM

- According to **Labor Bureau**, **simla** defines absenteeism as the failure of the worker to report for work when he is scheduled to work.
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- **Filippo defines** absenteeism as a condition that exists when a person fails to come to work when he is properly scheduled to work.

III. RESEARCH METHODOLOGY

This study is based on the secondary data which has been taken from textbooks, journals, and websites.

IV. OBJECTIVES OF THE STUDY

The objectives of the employee absenteeism in organization, the following are the objectives of employee absenteeism are as follows;

- The management has to find out the reasons for employee absenteeism in company.
- The company has to take measure or preventions for reducing employee absenteeism
- Every employee has their own perception of absenteeism.
- To find out whether absenteeism has impact on routine work or not.

V. CAUSES OF ABSENTEEISM

The main causes of employee's absenteeism in the organization, the following are the main reasons/ causes for employee absenteeism as follows;

- Employees harassed by co-workers or management is one of the reason for absenteeism.
- Stressful meetings/presentation and workloads can cause employees to avoid going into work.
- Arriving late, leaving early and taking longer breaks than allowed to employees is considered form of absenteeism.
- Workers mostly prefer to spend money on the consumption of alcohol and enjoy after getting the wages, it is the reason for absenteeism during the first week of every month.

VI. TYPES OF ABSENTEEISM

Absenteeism is of four types viz;

- (1) Authorized absenteeism,
- (2) Unauthorized absenteeism
- (3) Willful absenteeism, and
- (4) Caused by circumstances beyond one's control.

Authorized absenteeism: If an employee absents himself from work by taking permission and from his superior and applying for leave, such absenteeism is called authorized absenteeism.

Unauthorized absenteeism: If an employee absents himself from work without taking permission or informing and without applying for leave, such absenteeism is called unauthorized absenteeism.

Willful absenteeism: If an employee absents himself from duty willfully, such absenteeism is called willful absenteeism.

Absenteeism caused by circumstances beyond one's control: If an employee absents himself from duty owing to the circumstances beyond his control like involvement in accidents or sudden sickness, such absenteeism is called absenteeism caused by circumstances beyond one's control.

VII .COSTS OF ABSENTEEISM

- Problems with employee morale.
- Any temporary help costs incurred.
- Over time for other employees to fill in.
- Possible loss of business or dissatisfied customers.
- Decreased overall productivity of those employees.
- Lost productivity of the absent employee.

VIII. MEASURES TO CONTROL ABSENTEEISM

- A good relationship between superior and workers.
- Management should take measures to motivate the employees to control absenteeism.
- Management should adopt the well-defined recruitment procedure to get good results.
- The strict attitude of management in granting leaves may also lead to absenteeism.
- Aim to eliminate stress in the workplace, and create a good environment to employees to feel comfortable.

IX. LIMITATIONS OF ABSENTEEISM

- Other employee will have to do the absentees work which will leads to decrease morale of employees.
- Absenteeism leads to loss of productivity given the replacement of staff will require training.
- Generally do not provide in depth understanding of underlying issues, reasons or behavior patterns.
- Due to the employee absence for certain reasons like sickness, travels etc. the employees may loses the income whatever he gains.
- The responses may be influenced by personal bias.

X. CATEGORIES OF ABSENTEEISM

In the concept of absenteeism there are five categories of absenteeism, the following are the categories of absenteeism as follows;

- ❖ Entrepreneurs
- ❖ Status seekers
- ❖ Epicureans
- ❖ Family oriented
- ❖ The sick and the old

- 1) **ENTERPRENUERS:** This type of absentees consider their job is very small for their interest and personal goals, so that they engage in other economic activities.
- 2) **STATUS SEEKERS:** These type of absentees enjoy or perceive a higher ascribed social status and are keen on maintaining it.
- 3) **THE EPICUREANS:** These category absentees do not like to take up responsibility, discipline and discomfort. They want to have power money and status but are unwilling to work for their achievements.
- 4) **FAMILY ORIENTED:** This type of absentees is identified with the family activities.
- 5) **THE SICK AND THE OLD:** This category absentees are mostly unhealthy, weak or old people.

CONCLUSION

The issue of employees absenteeism and explores in detail preventative and corrective actions absenteeism has a negative impact on a company's employees morale. To reduce employee absenteeism there were different types of programs were implemented, absenteeism is calculated by using various rates such as absenteeism rate, Frequency rate, and severity rate. Through there are limitations the person department is taking special care to frame certain policies and procedures that reduce absenteeism and increase the labor turn over. Majority of workers is facing problems in 1st shift the company has to take necessary steps to reduce the problems. Most of the workers do not intimate their senior regarding their leaves this is another reason for employee absenteeism.

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