



# Employee Absenteeism

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**Abstract:** absenteeism is a serious workplace problem and an expensive occurrence for both employers and employees seemingly unpredictable in nature. A satisfactory level of attendance by employees at work is necessary to allow the achievement of objectives and targets by a department. Absenteeism results in financial losses, because of the resultant reduction in productivity and the cost of sick leave benefits or others are paid as wages for no work. Absenteeism reduces the satisfaction level of the employee and makes him unsecured about his job in the organization. Most researches had concluded that absence is a complex variable and that it is influenced by multiple causes, both personal and organizational.

**Keywords:** employee absenteeism, employee satisfaction

## Introduction

Absenteeism is one of the major threats to Indian industry. Absenteeism is the failure of employees to report for work when they are scheduled to work. employees who are away when from work on recognized holidays, vacations, approved leaves of absence, or approved leaves absence would not be included. Absenteeism is becoming a serious practice in Laboure- oriented industries especially in those large industry where Laboure are working in mass. It is matter of prime concern for the supervision and managers. They have to find the ways to overcome absenteeism.

Absenteeism causing poor utilization of plant India is facing unemployment problem on one side and the other side abnormal absenteeism in industries if our absenteeism can be reduced. We can improve our gross national product without any investment. Absenteeism not only causes production loss but also causes reduction of gross national income, when the gross income of workmen reduces naturally his buying capacity also reduces if he could not manage the primary and secondary needs to timely and p properly. He must face problems like poor family harmony poor health more mental and physical tiredness which will lead to absents from work.

## **literature review**

1. According to Dakely C.A. (1948) “absenteeism is the ratio of the number of production man-days or shifts lost to the total number of productions scheduled to work”. The labour bureau (1962) defines absenteeism as the total shifts lost because of absence as percentage of the total number of man shifts scheduled to work.

2. According to Likewise Hackett J.D. (1929) define it as “the temporary cessation of work for note less than one whole working day initiative of the worker when his presence is expected by the employer”, similarly encyclopaedia of social science observes “absenteeism as the time lost in industrial establishment by avoidable or unavoidable absence of employees.

The time lost by strikes or by lateness amounting to an hour or two is not usually included.”

3. Mariajose Romero and young-sun Lee has written a research paper a national portrait of chronic absenteeism in the early grades. In this paper he focused on the following points:

- How widespread is the problem of early absenteeism?
- Does family incomes impact early absenteeism?
- What is the impact of early absenteeism on academic achievement?

4. Ruchi Sinha (2010) in her study reveals that there only 4% employees remain away from their work and that due to personal reasons there is very high level of job satisfaction among the employees.

5. Nisam (2010) stated that stress among employee, health problem, loneliness at workplace, non-cooperation of colleagues causes absenteeism at workplace.

6. K.A. Hari Kumar (2012) stated that the rate of absenteeism in Madura coats is very high.

7. Jacobson (1989) has investigated a direct relationship between monetary incentives and work floor attendance.

### **Research methodology**

Research refers to a search for knowledge. It is systematic method of collecting and recording the facts in the forms of numerical data relevant to the formulated problem arriving at certain conclusion over the problem based on collected data.

Thus, the formulation of the problem is the first and far most step in the research process followed by the collection, recording, tabulation and analysis and drawing the conclusion. The problem formulation starts with defining the problem or number of problems in the functional area located the exact problem is most problem part of any research as the whole research is based on the problem.

Research comprises defining and redefining problems, formulating hypothesis or suggested solutions: collecting, organising and evaluating data: making deduction and reaching conclusion: and at last, carefully testing the conclusion to determine whether they fit they the formulating the hypothesis

### **sources of data collection**

the next step is to determine the sources of data to be used. The marketing researcher has to decide whether he must collect primary data or depend exclusively on secondary data.

Sometimes, the research study is based on both secondary and primary data.

Research design is the plan, structure, and strategy of conceived so as to obtain answer to research question and to control variance.

- Exploratory
- Descriptive
- causal

The Researcher has selected descriptive research because research area is new and researcher collects primary data through questionnaire and discussion with the respondents.

Source of data collection used:

Data were collected through both the sources i.e., primary data and secondary data.

1. Primary data: -

The primary data is collected through questionnaire and personal interview.

2. Secondary data: -

The data are collected from websites, newspaper, business magazines

Data Collection form used:

Drafting Questionnaire

The questionnaire is considered as the most important thing in the survey operation. Hence it should be carefully constructed. Structured questionnaire consists of only fixed. Alternative questions such type of questionnaire is inexpensive to analysis and easy to administer. All questions all close ended and multiple choices

### SAMPLING DESIGN AND SAMPLING SIZE

➤ Sampling design and sample size used:

1. Sampling Design: Random Sampling
2. Sampling technique: Questionnaire Sampling

The advantage of sampling are that it is much less costly, quicker and analysis will become easier.

3. Sample Size: 100 Employees

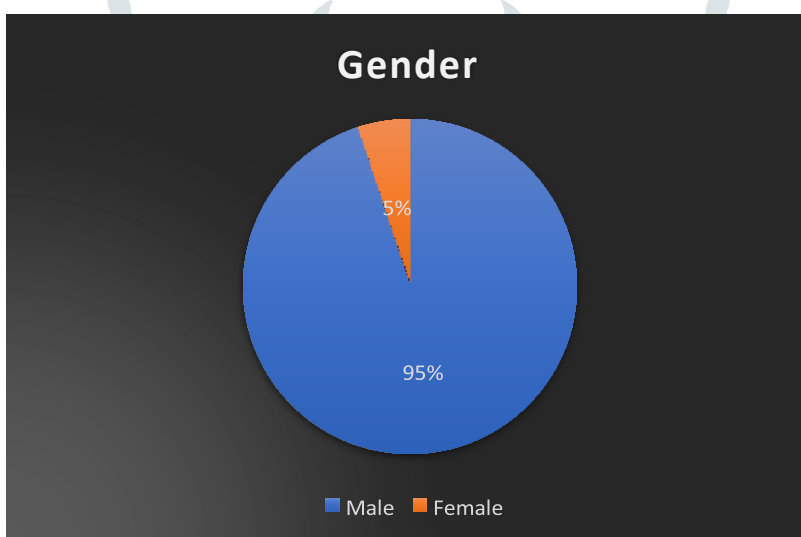
4. Tools used in the report are:

- a. Bar — graph
- b. Pie— charts
- c. MS —Excel soft ware
- d. Questionnaire

## data analysis and interpretation

### 1. Gender

Gender	No. of respondents	Percentage
Male	60	60%
Female	40	40%

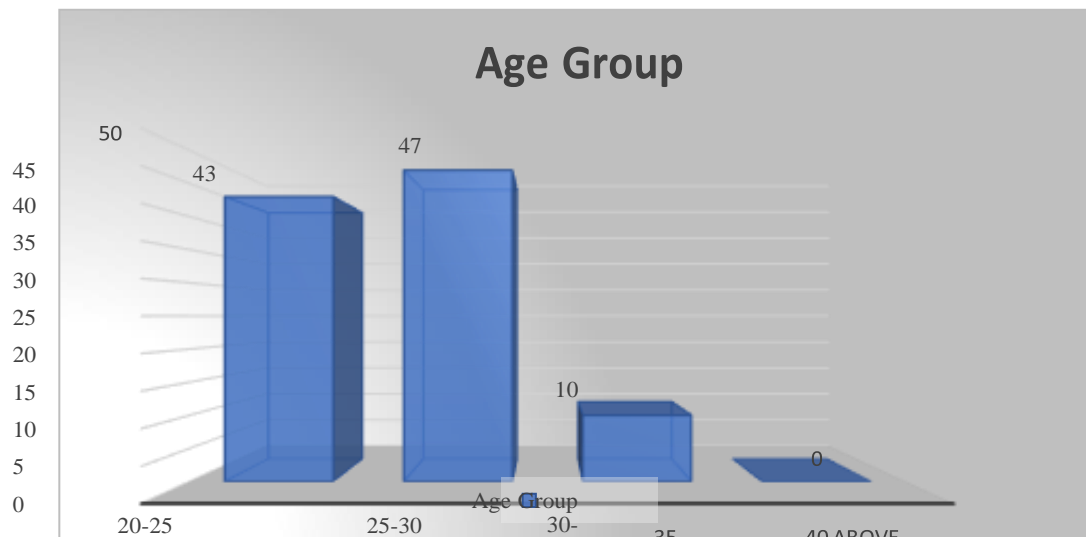


### INTERPRETATION:

There are 60% of male and 40% are female in the organization

### 1. Age Group

Age Group	No. of respondents	Percentage
20-25	43	43
25-30	47	47
30-35	10	10
40 above	0	0



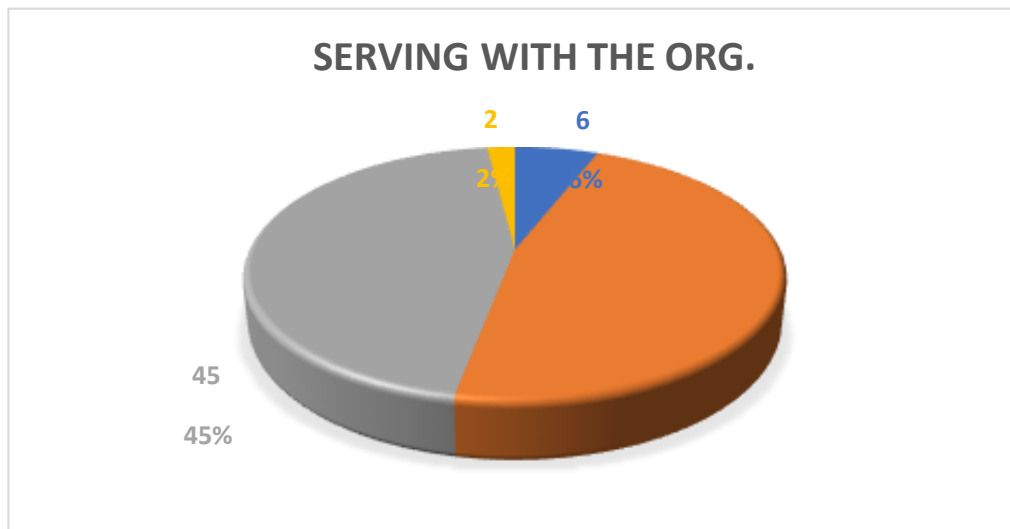
**INTERPRETATION:**

47% of the respondents are aged between 25-30

43% of the respondents are aged between 20-25 10% of the respondents are aged between 30-35

1. Since how many years you are serving with the organization?

Serving with the org.	No. of respondents	Percentage
0-1	6	6%
1-3	47	47%
3-5	45	45%
5-10	2	2%

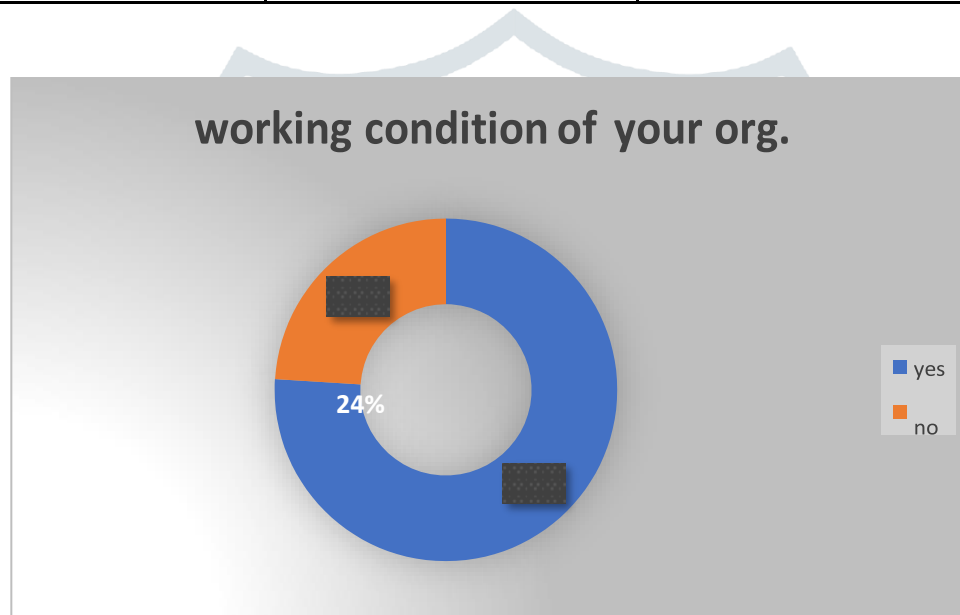


**INTERPRETATION:**

47% of the respondents have serving of 1-3 years  
 45% of the respondents have serving of 3-5 years  
 6% of the respondents have serving of 0-1 years  
 2% of the respondents have serving of 5-10 years

1. Are you satisfied with the present working condition of your organization?

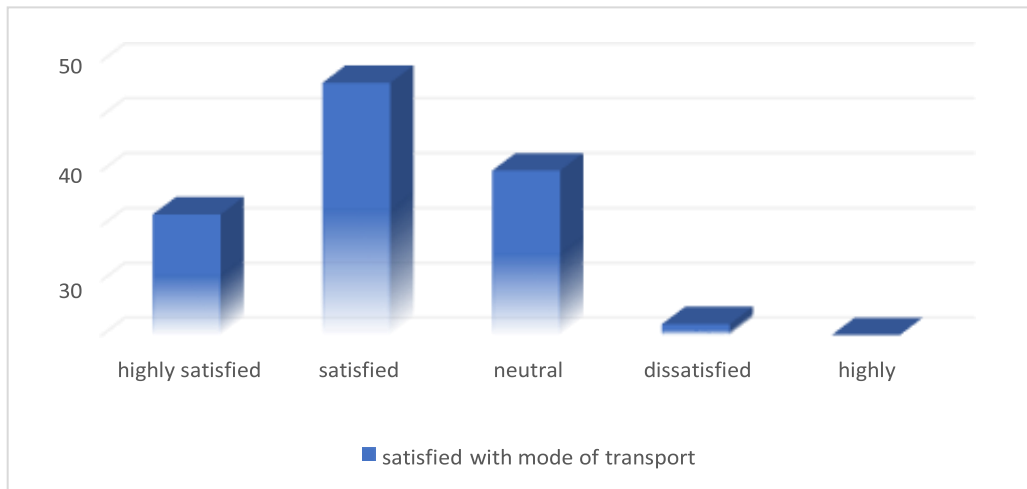
Working condition	No. of respondents	percentage
Yes	76	76%
No	24	24%

**INTERPRETATION:**

76% of employees are satisfied with the present working condition of organization. 24% of employees are not satisfied with the present working condition of organization.

1. Are you satisfied with the mode of transport/conveyance?

Satisfied with Mode of transport	No. of respondents	percentage
Highly satisfied	22	22%
Satisfied	46	46%
Neutral	30	30%
Dissatisfied	2	2%
Highly dissatisfied	0	0%



**INTERPRETATION:**

46% of employees are satisfied with their mode of transport. 30% of employees are neutral with their mode of transport.

22% of employees are highly satisfied and 2% of employees are dissatisfied.

1. According to you what is main reason of employee’s absenteeism?

Main reason of absenteeism	No. of respondents	percentage
Health problem	6	6%
Stress	39	39%
Constant workload	53	53%
Behavior of superior	2	2%





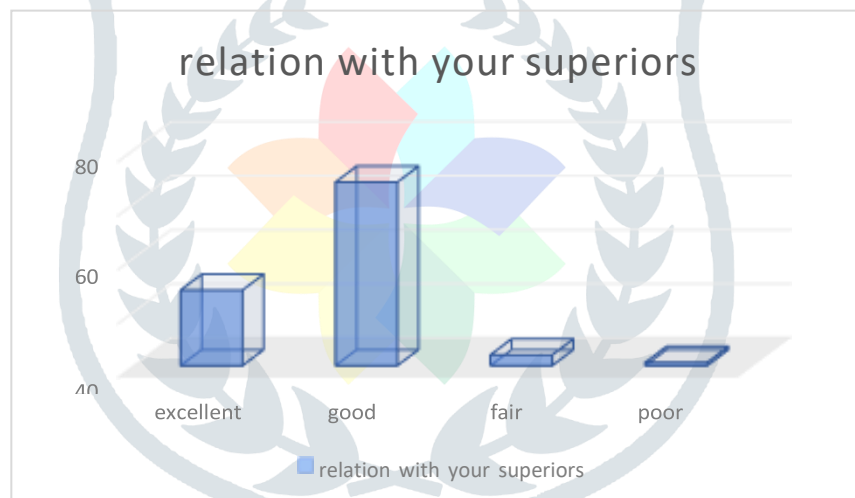
**INTERPRETAION:**

53% of employees are said to constant workload is main reason of employee absenteeism  
39% of employees are said to stress is main reason of employee absenteeism

6% of employees are said to health problem is main reason of employee absenteeism

## 1. How are you relations with your superiors/co-workers?

opinion	No. of respondents	percentage
Excellent	28	28%
Good	68	68%
Fair	4	4%
poor	0	0%

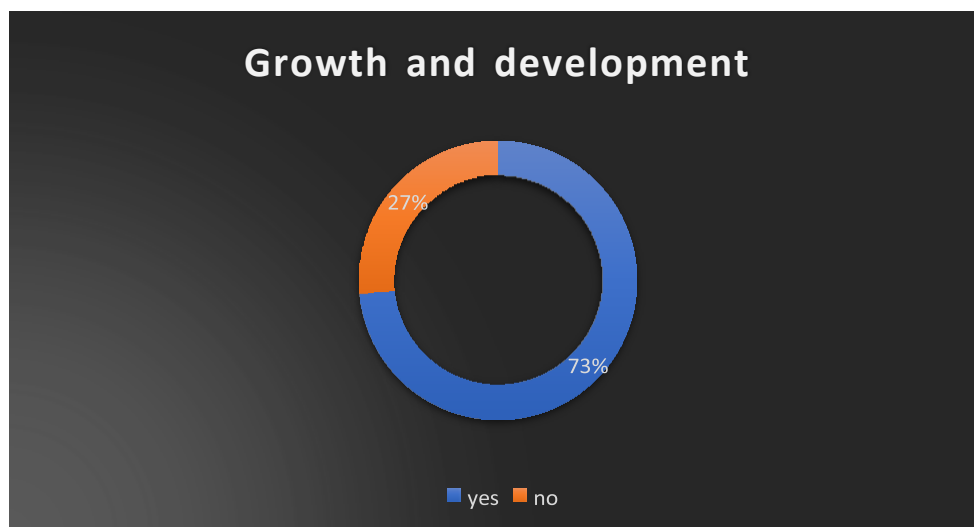
**INTERPRETAION:**

The above table shows that 68% of employees are having good relations with their superiors or co-workers.

And 28% of employees are having excellent relations with their superiors or co-workers.

Do you feel the company provide opportunities for your growth and development?

Growth and development	No. of respondents	percentage
Yes	72	72%
No	28	28%

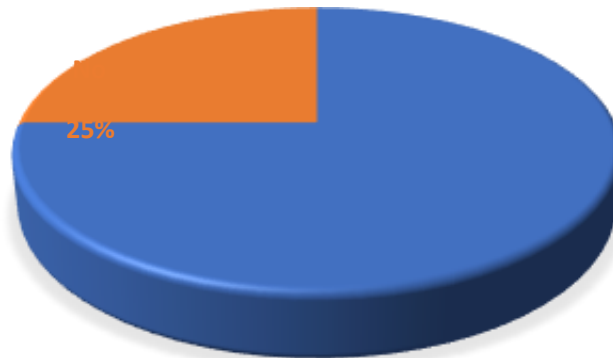


#### INTERPRETATION:

72% of respondents are think that the company provide opportunities for growth and development.

1. Do you feel as an important part of the organization?

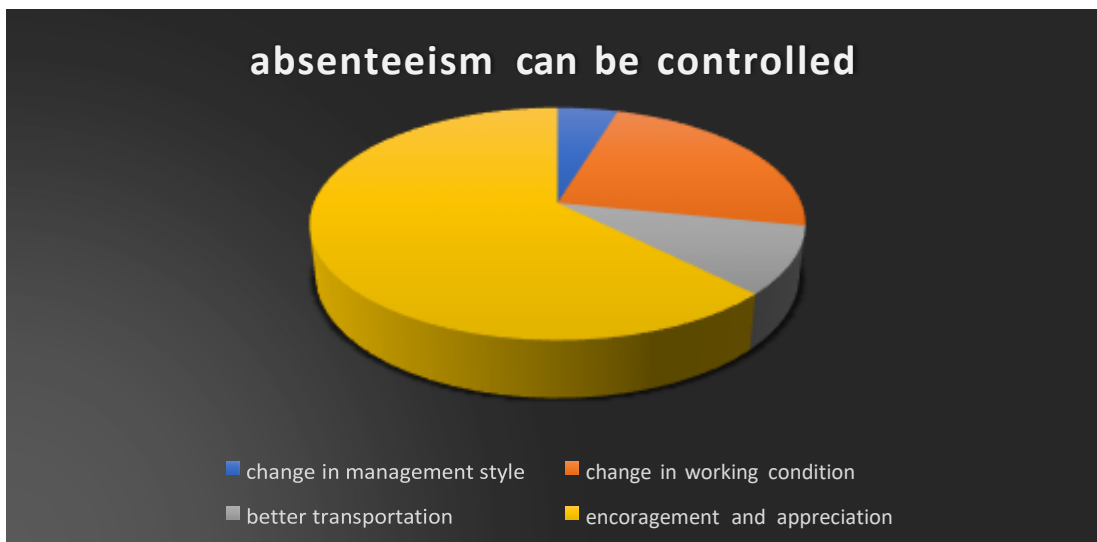
Important part of the org.	No. of respondents	percentage
Yes	75	75%
No	25	25%

**IMPORTANT PART OF THE ORG.****INTERPRETAION:**

The above table shows that 75% are important part of the organization as per their opinion and other 25% of employees think they are not important part of organization.

## 1. In your opinion how a absenteeism can be controlled?

opinion	No. of respondents	percentage
Change in management style	9	9%
Change in work condition	45	45%
Better transportation facility	18	18%
Encouragement and appreciation	28	28%

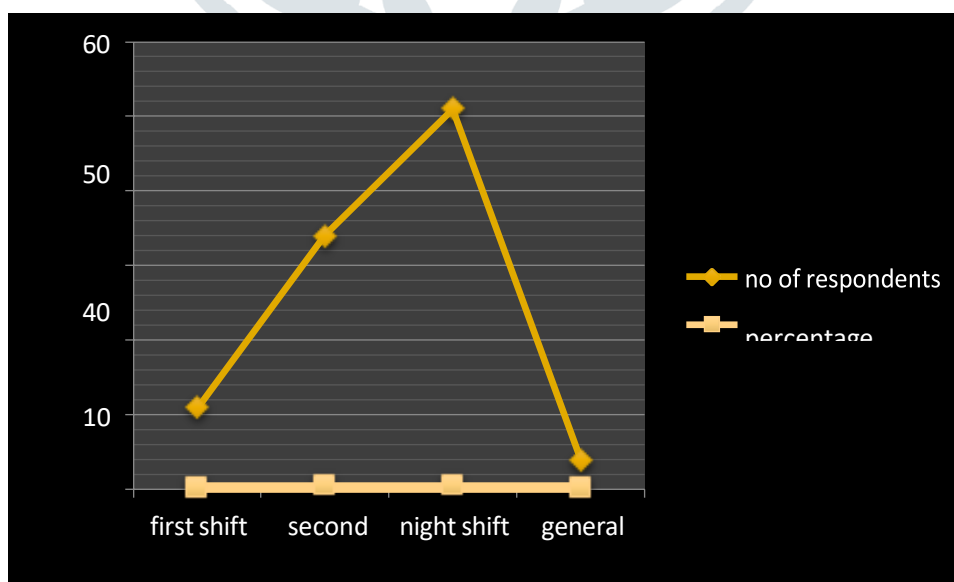


**INTERPRETATION:**

45% of employees have change in work condition and they absenteeism is controlled.

1. In which shift you usually take more leave?

Take more leave	No. of respondents	percentage
First shift	11	11%
Second shift	34	34%
Night shift	51	51%
General shift	4	4%

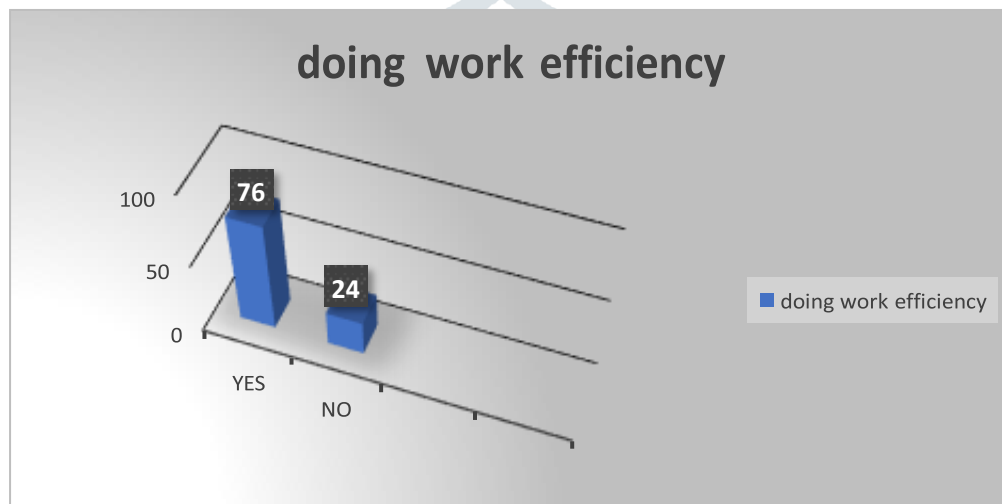


**INTERPRETATION:**

51% of employees are taking leave in night shift they are the main reason of absenteeism in organization.

Does your company motivate you for doing work efficiency?

Doing work efficiency	No. of respondents	Percentage
Yes	76	76%
No	24	24%

**INTERPRETATION:**

76% of employees are motivate for their work efficiency. 24% of employees are not motivate for their work efficiency.

1. Do you feel that you are going through excessive workload?

Excessive workload	No. of respondents	Percentage
Yes	75	75%
No	25	25%



**INTERPRETATION:**

75% of employees are agree with this statement and also excessive workload. 25% of employees are disagree with this statement and also excessive workload.

1. Employee’s opinion about balancing their personal life with their professional life?

Opinion	No. of respondents	Percentage
Yes, they can balance	67	67%
No, they cannot balance	33	33%

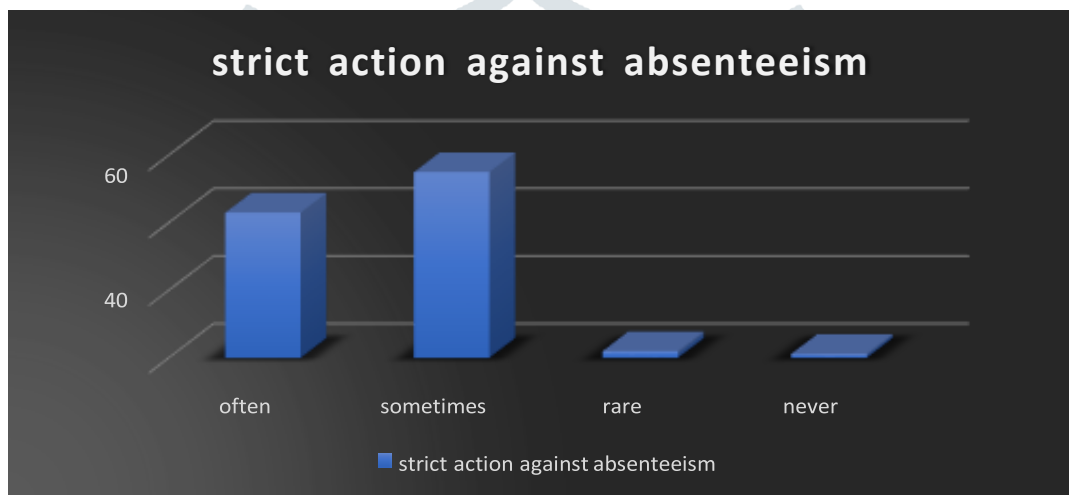


**INTERPRETATION:**

67% of employee’s opinion about balancing their personal life with their professional life.33% of employee’s opinion about balancing their personal life with their professional life.

## 1. Occurrence of strict action against absenteeism?

Strict action against absenteeism	No. of respondents	Percentage
Often	43	43%
Sometimes	55	55%
Rare	2	2%
Never	0	0%



## INTERPRETATION:

55% of occurrence of strict action against absenteeism they think sometime.43% of occurrence of strict action against absenteeism they think often.

2% of occurrence of strict action against absenteeism they think rare.0% of occurrence of strict action against absenteeism they think.

## Findings

- ❖ The study reveals that there are about 60% male and 40% female employees.
- ❖ Majority of the employees feel that working environment provided is good.
- ❖ Health and safety measures are significant while evaluating absenteeism.
- ❖ Development activity implies to both employer and employees need to be strengthened.
- ❖ Salary and wages play pivotal role in performance.
- ❖ Salary and wages are featuring as important criteria.

- ❖ Awareness about leave administration will help the employees to plan their leave properly.
- ❖ Benefits are always valuable need management attention.
- ❖ Good co-ordination compliments better work atmosphere need to ensure it.
- ❖ Employees apply leave for a personal reason like social activates and visiting places constitute major portion of their leave.

## Conclusion

Absenteeism is a total man-shifts lost because of absence a percentage of total number of man-shifts scheduled to work. It calculated using various rate such as a absenteeism rate, frequency rate, and severity rate. Absenteeism also effects the organization from multiple angles for which various measures are taken for controlling and minimizing absenteeism.

The situation in the career development of both the individuals and the organization results in employee turnover.

The rate of change in the employees of an organization during a definite period is external mobility. It is also known as external career. Thus, it is the shifting of the employees into and out of the organization.

## Limitations of the study

No matter what efforts were put in the collection of data, the study faced some limitations some of the problems faced were:

- Limited time period: the time period allotted for the study was short. Therefore, many aspects could not be explored.
- Small no. of respondents: the number of employees willing to respond was limited.

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