



“STUDY ON CAUSES AND IMPACT OF ABSENTEEISM IN ORGANISATIONS AND ITS SUGGESTIVE REMEDIES”

Mayur Umeshbhai Patel

MBA student

Praful Varli

MBA student

Sugandha Sinha

Assistant Professor

Parul Institute of management & Research
Parul University Waghodia, Vadodara, India

ABSTRACT

This thesis entitled “STUDY ON CAUSES AND IMPACT OF ABSENTEEISM IN ORGANISATIONS AND ITS SUGGESTIVE REMEDIES” is an investigation into the extent of to within Company X, the causes of it, the consequences that it presents and the actions taken by the firm in order to combat it. Throughout the times, an HR’s role has included monitoring, recording and initiating efforts to combat absenteeism in the company. As a result, he is prompted to choose this area of study. The initial section of this thesis will deal with what is already known about the topic. The primary research is being conducted in the form of a questionnaire. There was an interview organised with the heads of Human Resources. The later, attempts to highlight absenteeism in Company X and also suggests ways in which policies may be reviewed in order to strive for zero-tolerance level of absenteeism within Company X.

Key Words: - Absenteeism, Investigation, primary research, monitoring, recording, strive for zero tolerance

I.INTRODUCTION

One of the biggest risks to Indian industry is absenteeism. Absenteeism is the inability of workers, while they are scheduled to work, to report for work. It does not include workers who are away from accepted holidays, weekends, approved leaves of absence, or approved leaves of absence. In labor-oriented industries, absenteeism is becoming a serious practice, especially in those large industries where workers work massively. For supervisors and managers, it is a matter of primary concern. They have to find ways to overcome the absenteeism.

Overview of Absenteeism:

However, absenteeism doesn't just mean skipping a day of work. Partial shift absences consist of periods when workers arrive late, leave early, and take longer breaks in their day than expected. While productivity may not be affected by the occasional long lunch or late morning, continued abuse reduces productivity and morale. Employees who see their colleagues leave the job early or having a long lunch believe they are themselves entitled to the extra time off. This can have some effects on company performance when an employee is away from work. Although loss of pay and disciplinary proceedings are the only drawbacks to the employee not returning to work, the coworker will automatically bear a significant portion of the blame for the absence of the employee. In order to keep up with the reduction of company productivity, coworkers would be burdened with a significant amount of work, and this can lead to a rise in overtime and the cost that comes with it. The business could also experience a spike in injuries that may occur due to new machines or sets of job activities facing coworkers. The entire working community would be impacted by this rise in labor for co-workers. Coordination issues may reach a climax, and if the replacement worker is less skilled than the absent worker, productivity can decline.

An organization's cause of absenteeism:

- Poor morale
- Impoverished working condition
- Low satisfaction with jobs
- Personal issues
- Work load
- Stress at work
- Transport problem

II. OBJECTIVES

- To measure the employees absenteeism level
- To identify the reasons for absenteeism.
- To identify steps required to decrease the rate of absenteeism.
- Analyze various absenteeism control policies.

III. PROBLEM STATEMENT

A problem statement is a concise description of an issue to be addressed or a condition to be improved upon. It identifies the gap between the current (problem) state and desired (goal) state of a process or product.

Due to absenteeism of employee organization was facing major challenge in one of production unit. Organization wanted to study what are major reasons behind employee absenteeism and measures that can be taken to avoid absenteeism.

IV. REVIEW OF LITERATURE

- According to **Hacket J.D (1929)** defines it as “If his/her participation is required by the employer, the temporary suspension of work for not less than a whole working day initiative of the worker”. The Social Science Encyclopedia observes absenteeism as the time lost by the avoidable or inevitable absence of workers in an industrial establishment. It typically does not involve the time lost by strikes or lateness amounting to an hour
- According to **Dakely C.A. (1948)** “Absenteeism is the ratio of the amount of man-days or shifts lost in production to the total number of work planned for production. The Labor Bureau (1962) describes absenteeism as the total shifts missed as a proportion of the total number of men scheduled to work because of absence”.

A research paper on a National portrait of chronic absenteeism in the Early Grades was published by Mariajose Romero and Young-Sun Lee. They focus on the following points in this paper:

How widespread is the Early Absenteeism problem?
absenteeism affect family income?
achievement effect of early absenteeism?

Does early
What is the academic

- Nisam (2010) stated that stress among employees, health problems: loneliness at workplace, non-corporation of colleagues causes absenteeism at workplace.
- Ruchi Sinha (2010) in her study reveals that there only 4 % employees remain away from their work and that too due to personal reasons. There is very high level of job satisfaction among the employees.
- K.A. Hari Kumar (2012) stated that the rate of absenteeism in Madura Coats is very high.
- Employee “commitment” is at the heart of employee involvement programmes. Although it is a different concept to “involvement”, they are closely linked since both are concerned with how employers can encourage employees to identify with the firm's business interests.
- According to White (1987) “employee commitment relates to corporate performance in three ways:
 - Strong commitment to work in general;
 - Strong commitment to a specific job;
 - Commitment to the organization (which includes an intention to stay and have low absenteeism)

V. RESEARCH METHODOLOGY

• **Research Design:-**

The study is mainly a descriptive research designed to know the reason for emotional intelligence for employees at workplace.

The research is a descriptive study in nature as it studies the opinions of the employees.

• **Source of Data Collection:-**

Primary Data: - The primary data is collected with the help of structure questionnaire by taking employees. The information has been collected by way of interactions with employees, HR, sales, Production manager, Quality Manger.

Secondary Data: - In secondary data collection are through internet sites, articles in magazines and books.

- **Data collection Method:** - Structured questionnaire has been prepared as an instrument for gathering required information from the employees. The questionnaire was distributed among the selected sample size.
- **Sampling Design:-**
- **Population:-**Population of the company is more then 650 employees.
- **Sampling Size:-**For this research we have used sample of 50 employees.
- **Survey Method:-**For this research non-probability convent sampling method is used.

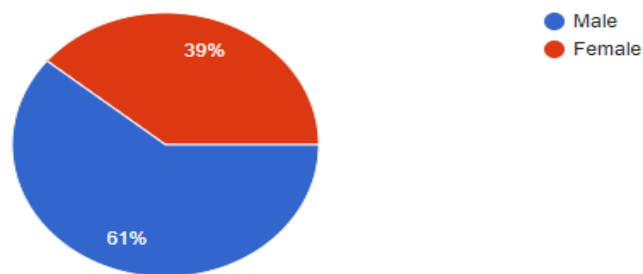
VI.LIMITATIONS OF THE STUDY

In any research study, limitations and weaknesses exist specific to the problem statement outside the scope of the researcher. One key limitation of the study was the generalizability of the study because of the small sample size. Having a small sample process limits the possibility of generalizing the research findings to other situations and settings. Another limitation observation included the limited scope of information gathered on the various causes of absenteeism. Focusing only on factors that managers have control over would impact the collection of the data, because of the possibility that other elements might exist outside the scope of managerial control that could potentially influence absenteeism levels and productivity.

VII. FINDINGS

- The entire data analysis is based on the data collected through questionnaire which consists of 105 respondents including HSC, Diploma, Graduation and Post graduation.

Your Gender
105 responses

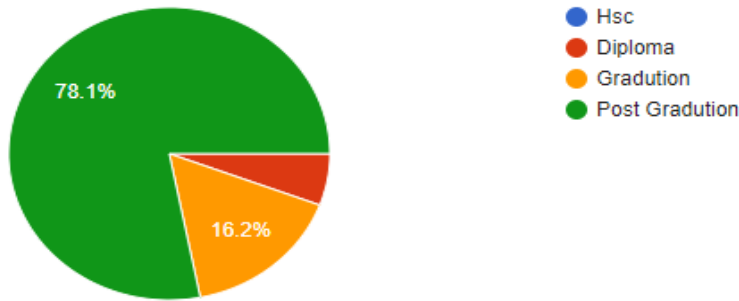


Source: Primary data

- According to the data collected 61% male and 39% female have responded to our questionnaire.

Education

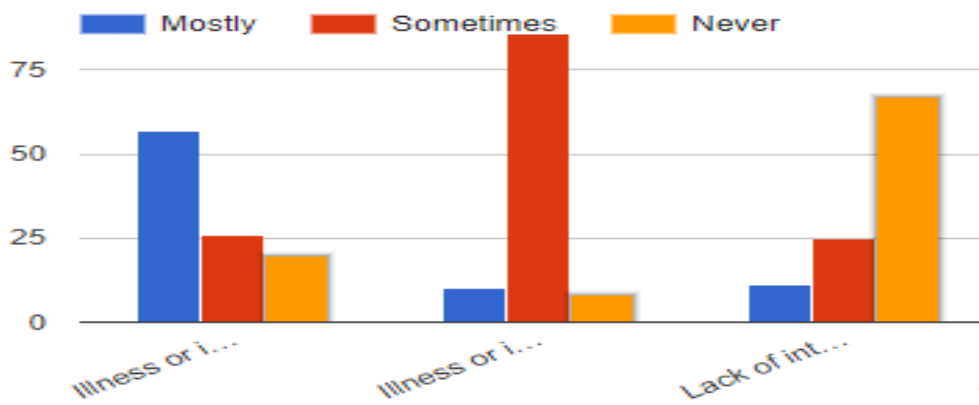
105 responses



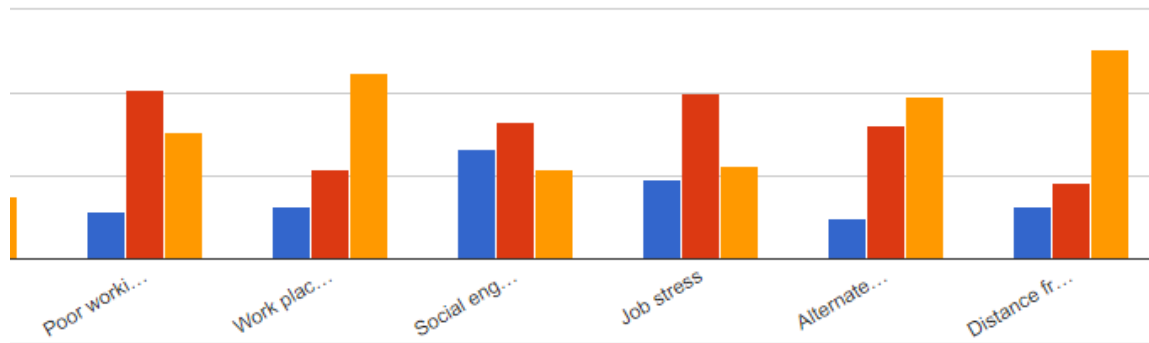
Source: Primary data

According to data collected 78.1% were post graduate, 16.2% were graduates and 5.7% diplomas have responded wherein they took very much interest in answering our questions in an interactive manner.

For what reason you remain absent at work place?



Source: Primary data

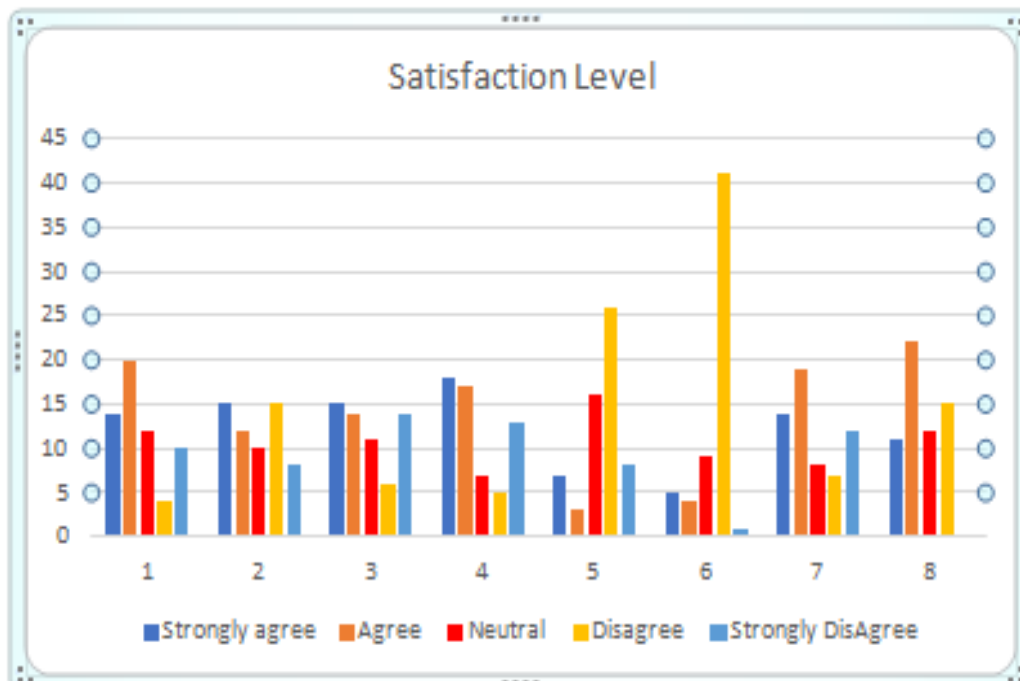


Source: Primary data

As shown in the above pie chart 53.3% people use company transportation and 46.7% use self vehicle.

Interpretation:

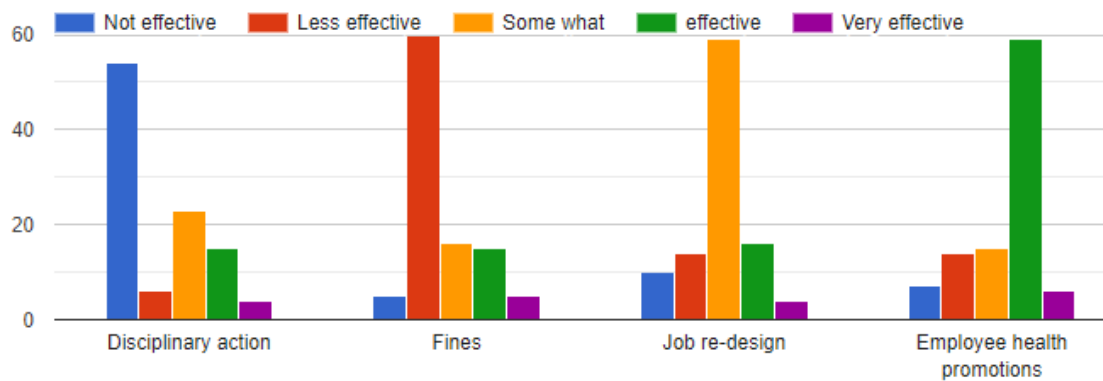
- In this chart we can see illness or injuries to self are mostly and sometime and never.
- In this chart we can see illness or injuries to family are mostly and sometimes and never.
- In this chart we can see Lack of interest in work or jobs are mostly and sometime and never.
- In this chart we can see work place relations (with Supervisors, peers & subordinates) are mostly and sometime and never.
- In this chart we can see poor working conditions are mostly and sometime and never.
- In this chart we can see workplace harassment is mostly and sometime and never.
- In this chart we can see social engagements are mostly and sometime and never.
- In this chart we can see job stresses are mostly and sometime and never.
- In this chart we can see alternate employments are mostly and sometime and never.
- In this chart we can see distance from home to workplace are mostly and sometime and never



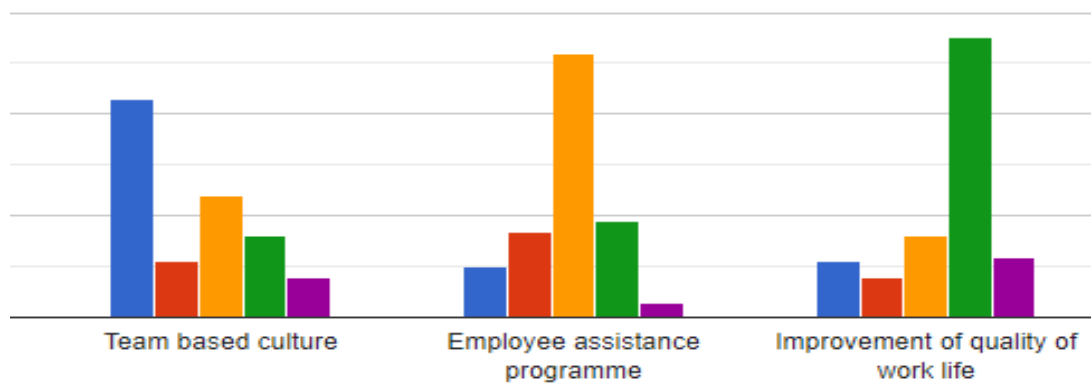
Source: Primary data

- In this chart we can see employee satisfaction related to work it are strongly agree, agree, neutral, disagree and strongly disagree.
- In this chart we can see employee satisfaction related to participation in decision making are strongly agree, agree, neutral, disagree and strongly disagree.
- In this chart we can see employee satisfaction related to compensation or incentive policy are strongly agree, agree, neutral, disagree and strongly disagree.
- In this chart we can see employee satisfaction related to participation in decision making are strongly agree, agree, neutral, disagree and strongly disagree.
- In this chart we can see employee satisfaction related to workplace relationship are strongly agree, agree, neutral, disagree and strongly disagree.
- In this chart we can see employee satisfaction related to motivation for empowerment are strongly agree, agree, neutral, disagree and strongly disagree.
- In this chart we can see employee satisfaction related to performance appraisal scheme are strongly agree, agree, neutral, disagree and strongly disagree.
- In this chart we can see employee satisfaction related to training and development are strongly agree, agree, neutral, disagree and strongly disagree.

Effectiveness of absenteeism control policies?



Source: Primary data



Source: Primary data

- In this chart we can see response on absenteeism control policies to disciplinary action are 5 strongly agree, 13 agree, 23 neutral, 7 disagree and 57 strongly disagree.
- In this chart we can see response on absenteeism control policies to fines are strongly agree, agree, neutral, disagree and strongly disagree.
- In this chart we can see response on absenteeism control policies to job redesigns are strongly agree, agree, neutral, disagree and strongly disagree.
- In this chart we can see response on absenteeism control policies to employee health promotions are strongly agree, agree, neutral, disagree and strongly disagree.
- In this chart we can see response on absenteeism control policies to team based culture are strongly agree, agree, neutral, disagree and strongly disagree.

- In this chart we can see response on absenteeism control policies to employee assistance program are strongly agree, agree, neutral, disagree and strongly disagree.
- In this chart we can see response on absenteeism control policies to improvement of quality of work life are strongly agree, agree, neutral, disagree and strongly disagree.

IX. CONCLUSION

The economic costs associated with employee absenteeism remains high, impacting an organization's bottom line. As a multifactorial and complex problem, the implication of employee absenteeism involves the interplay of a company's characteristics, societal, and personal factors. Although each organization is different, all business managers face similar challenges in developing and implementing strategies to reduce absenteeism levels. Conducting various levels of analysis may help management determine the best strategy to recapture lost revenues and reduced productivity associated with employee absenteeism. Therefore, the challenge for business managers is to find solutions to mitigate the adverse effects of employee absenteeism. Absenteeism potentially results in the disruption of scheduled work process and business managers will never eradicate the phenomenon. Every day, employees engage in behavior that makes them either voluntarily or involuntarily be absent from the workplace. Understanding why individuals adopt certain behaviors was a guiding contributor of the study to explore strategies to reducing employee absenteeism. Using the theory of planned behavior as a guide, I developed theoretical arguments that explored if an employee's behavioral intentions influenced their actions to be absent from work. The findings from this research study could help managers develop and implement strategies and programs necessary for the successful execution of their absenteeism mitigation action plan by improving employees' physical, mental, and financial lives.

X. REFERENCES

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