

A Study of Absenteeism, Causes, Effect & Control a Literature Review

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Introduction

The term absenteeism defines as “the failure of workers to report for when he is schedule to work.” Absenteeism is the total man shifts lost because of absence as a percentage of the total number of man shift schedule work. India the problem of absenteeism is greater than other countries when the employee takes time off, on a scheduled working day with permission, it is authorized absence. When he remains absent without permission or informing it willful absence without leave. According to Webster’s dictionary “absenteeism is the practice or habit of being on absence and an absentee is one who habitually stay away. In these days, when the needs of the country requires greater emphasis upon increase of productivity and the economic and rational utilization of time and materials at our disposal, it is necessary minimize absenteeism to the maximum possible extend.

Kinds of Absenteeism:-

1. authorized absenteeism
2. unauthorized absenteeism
3. willful absenteeism
4. Cause by circumstances beyond one’s control.

1. **Authorized Absenteeism:-** If an employee absence himself from work by taking permission from his supervisor and applying for leave that is called Authorized Absenteeism.
2. **Unauthorized Absenteeism:-** If an employee absence himself from work without taking any permission from his superior and taking leave that is called Authorized Absenteeism.
3. **Willful Absenteeism:-** It means one type of intentionally avoidable that work that is called Willful Absenteeism.
4. **Absenteeism caused by circumstances beyond one’s control:-** Own absents himself from the duty owing to the circumstances beyond his control like involvement in accidents or sudden sickness i.e. called Absenteeism Cause by circumstances beyond one’s control.

Trends in Absenteeism:-

1. The higher the rate of pay and the greater the length of service of the employee, the fewer the absences.
2. As an organization grows there is a tendency to words higher rates of absenteeism
3. Women are absent more frequently than men.
4. Single employees are absent more frequently than married employee.
5. Absenteeism is generally high among the workers below 25 years of age and those above 40 years of age.
6. Unionized organizations have higher absenteeism rates than non-union organizations have higher.
7. The rate of absenteeism varies from department to departments of the organization. Absenteeism in traditional industries is seasonal in character.

How to calculate Absenteeism Rate:-

The rate of absenteeism can be calculated by considering the number of persons scheduled to work and the number actually present. Thus the rate of absenteeism can be estimated in the following way.

$$\text{Rate of Absenteeism} = \frac{\text{No. of Total Man shifts Lost}}{\text{No. of total Man shifts scheduled to work}} * 100$$

Absenteeism rate can be calculated for different employee and for different time periods like month and year.

Causes of Absenteeism:-

1. Long hours of work
2. Bad working condition
3. boredom
4. Lack of co-operation and understanding between management and workers
5. Alcoholism
6. Indebtedness
7. Problem of transport facilities/ Public transport.
8. Low level of Wages
9. Lack of proper medical aid and health programs
10. Lack of canteen services, Rest Rooms etc.
11. Social and Religious festivals
12. Harvest Seasons
13. Marriages/ Education of Children
14. Domestic problems and Consequent worries etc.
15. Inadequate Leave facilities
16. Industrial accidents and occupational diseases bring about absenteeism depending upon Nature of the process and machinery used.
17. Addiction of social media site like Whatsapp and Face book

Among these causes, in the existing Indian conditions, wages level in industries, has a direct bearing on absenteeism sickness on account of bad housing conditions contributes

Highest to industrial absenteeism social and religious causes can be accounted as the second important contributing factor for absenteeism.

Absenteeism in industry varies from place to place, depending season other factors.

Effect:-

Absenteeism is one of the root causes of labour unrest it affects the workers earnings as well as the company in the following manner.

1. Decrease in Productivity :-

Employees may be carrying an extra workload or supporting new or supporting new or replacement staff.

Employees may be required to train and orient new or replacement workers may suffer.

2. Financial cost :-

Payment of overtime may result must be borne plus the wage cost of replacement employees.

3. Administrative cost :-

Staff time is required to secure replacement employees or to reassign the remaining employees. Staff time is required to maintain and control absenteeism the definition of absenteeism its causes its affects on productivity and its cost in terms of finances and administrative effectiveness are quite clear.

Conclusion:-

Thus it can be observed that absenteeism can be controlled and reduced to a great extent if the workers are committed and are supported by all level of management. An effective attendance record-keeping system, consultation and open communication by the management can create a healthy work environment in the organization. This environment in the organization. Work environment in the organization. This process reduces the grievances and gives employee satisfaction. When positive approach is unsuccessful does the need to use the organization remedial approach to deal with habitual abusers or the organization actions must be fair and reasonable and consistently applied. While tackling workplace absenteeism by direct action may alleviate the problem in the short-term addressing the cause of the problem will provide long term addressing the cause of the problem will provide long term benefits.

Suggestion to Reduce Absenteeism:-

1. Communication with employee and discuss personal problem of employee
2. To solve as early as possible grievances of employee.
3. Providing hygienic working condition
4. Providing Incentives :-
Giving workers incentives for reduced absenteeism is not the same as rewarding or giving workers bonuses for reduces absenteeism. An incentive provides an employee with a boost to their motivation to avoid unnecessary absenteeism. The general rule of thumb is to younger they are and the more difficult the work is to perform.
5. Non-Monetary Award: - Notice board could be put up at the shop floor displaying the workmen and his department who is being conferred this award. This award could be like.
 - Worker of the month award based on efficiency.
 - A quarterly attendance award.
 - Disciplinary award can be given to workers against whom there are no reports of misconduct.
6. Providing safety and health measures.
7. Conduct Workshop: - Identify the chronic absentees and conduct a workshop focusing on their areas of interest in work and their job satisfaction definitions. This response can be discussed with the subordinates openly and they can be placed in their respective departments of work so that their talents and capabilities can be utilized efficiently.
8. Training to Supervisors: - They must be given training on their behavioral aspects with the worker and they must be given a human oriented approach so that they prove to be good friends of the workers and the working environment becomes pleasant.
9. Provide leave facility on the need of employee.
10. Job Rotation: - Workers must be given different jobs does not becomes shifts so that his job does not becomes monotonous respective and boring. Flexi-time can also be allowed with in certain limitations.

11. Verification of Medical Certificate:- It is generally observed that workers take unauthorized leave and then provide a medical certificate. The leave then becomes authorized. Thus the medical certificates must be verified by the management for their authenticity.
12. Counseling:- The Union Representatives could visit the houses of absentee worker and counsel them about the ill effect of their being absent e.g. their financial losses their importance in the production of the company, their family condition.etc.
13. Company as Second Home:- The management could display the worker's name on the notice boards at the shop floor, wishing them on their birthday or encouraging them in company's activities like sports etc. this create a sense of belonging among the workers to words the company.
14. Wage Like: - Wage could be directly linked to attendance and their performance at work.
15. Disciplinary Action:- If all the above measures fail to Improve attendance of a worker then strict disciplinary action is the only option against him.
16. Attendance Management Program:- The purpose of this program is to develop a willingness on the part of all the workers to attend work regularly.
This can be done through.
 - Addressing the physical and emotional need of the workers.
 - Communicating the attendance goals of the organization so employees can understand and identify with them
 - Dealing with cases of excessive absenteeism effectively and fairly so difference can occur

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