

EMPLOYEE ABSENTEEISM WITH SPECIAL REFERENCE TO AUTOMOBILE INDUSTRY A THEORETICAL STUDY

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Abstract: Employee Absenteeism is an employee from work weather reporting or none reporting his duty on that day also considering as a leave. It's a major problem faced by almost all employers of today industries. Some of these may uncontrollable factors like sickness, emergency, accidents etc. Employee absenteeism leads to financial losses for the automobile industry it's resulting into reduction in productivity and the costs of sick leave, casual leave, earning leave are benefits paid as wages for no work. If employee absences may with permission or without permission, that employee's work will be carry forwarded to another employee which causes work over load and work over time. If the employee given proper intimation to his superior also to intimate his co-workers about his absence from those days their Support will likely make them feel happier. This study helps to control over the employee absence level in automobile industry by providing controlling measures to minimize the absence level like an Attendance Record Maintenance (Manual and Bio-metric), Employee (Wellness) programs, Flexible Working hours, Improve Workplace Morale, Encourage Employee Engagement. It's all that things will helpful to minimize absence from the workers of his duty in automobile workers.

Key Words: Absenteeism, Performance, Productivity, Time Management.

1. INTRODUCTION:

The absenteeism is a major issue in every industry especially automobile Company We all have been absent from work for one reason or some reason. The absenteeism is an uncontrollable problem for that company. The reasons behind absenteeism of employees are some of the factors point outs like Health issues, work over load, Job Pressure, lack interest in job and others factors. These may lead to poor production planning (flow of work may lead to interpret), new employee placing at work to carried out him but that time supervisor may take more initiatives in that work to safety guard.

This research highlights the ways to reduce the absenteeism of the employees in automobile industry. 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.

2. MEANING OF EMPLOYEE ABSENTEEISM

Employee Absenteeism means the practice of regularly staying away from planned schedule work without good reason particular employee's attendance record if he or she has been absent way more than the basically employees and doesn't have a valid reasons for the absences. Employees are absent from work those who suffer from their work while employers expect workers to miss a certain number of workdays working hours in each year, excessive absences can equate to decreased productivity and can have a major effect impact on company finance, morale and other factors.

The rate of absenteeism is measured by applying the formula:

$$\frac{\text{Man – days lost due absence}}{\text{Man – days scheduled to work}} \times 100$$

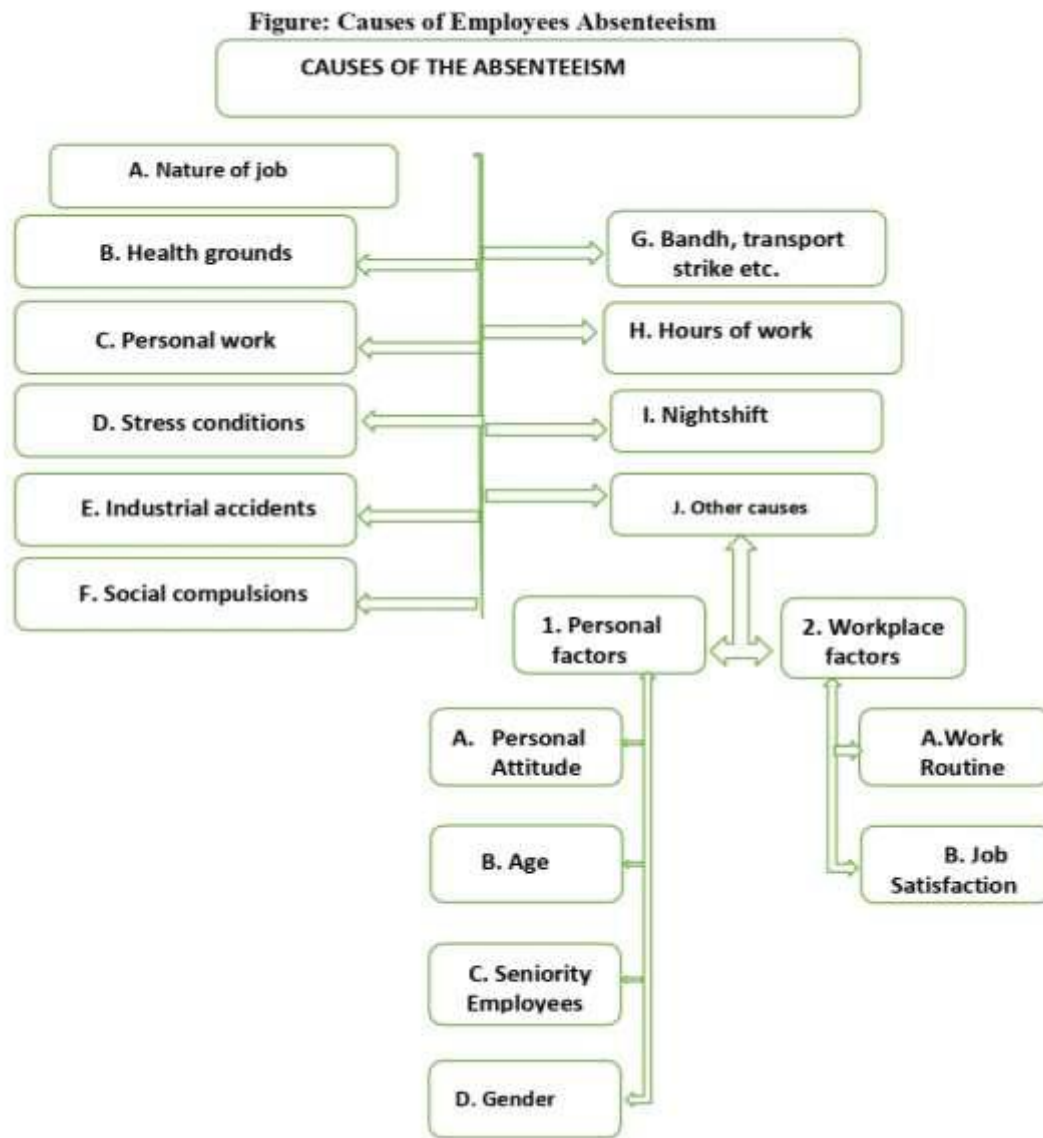
3. DEFINITION:

The **Labor Department in India** has been defined as the absenteeism rate as the total man-shifts lost because of absences as a percentage of the total number of man-shifts scheduled. The calculation of the rate of the absenteeism

were quire the number of persons scheduled to work and the number actually present. Absenteeism it mention to workers absence from their regular task when he is normally schedule to work.

According to Webster's dictionary has been defined as Absenteeism is the practice or habit of being an absentee and an absentee is one who habitually stays away from work.

Absenteeism has been defined as employee absence from work for lengths of time beyond what is considered an acceptable time span. Frequent causes of absenteeism include burnout, harassment, mental illness, and the need to take care of sick parents and children. There are reasonable causes for short absences, including vacation or occasional illness, as well as obligatory responsibility like injury duty.



4. CAUSES OF EMPLOYEES ABSENTEEISM:

A. Nature of job

If the nature if job performed by the employee is dull and monotonous, he is likely to be absent frequently. This happen because, the employee loss interest in work. He feels physically and mentally tired.

B. Health grounds

If the employee or anybody in his family falls sick often, he may not be able to be regular for work.

C. Personal work

Employee are sometimes may have to attend some personal work for their interest which may lead absent his duty. That time he plans to give prior intimation to line supervisor he has to alternate worker for reduce last minutes arrangement of another workers.

D. Stress conditions

Another importance reasons for absenteeism is that many workers undergoes stress. Suck stress conditions develop due to domestic commitments and work pressure. May individuals lack the mental courage to handle crisis. This affects mental health.

E. Industrial accidents

In spite of safety measures, industrials accidents do take place. In view of such accidents there is loss of man-days.

F. Social compulsions

Every person has certain social compulsions. A marriage is a person's family, for examples, forces him to avail leave to make the necessary arrangements, same things happens when a death occurs in a family.

G. Bandh, transport & strike

Attendance in the workplace tends to be poor during days of bands and strike by transport employees.

H. Hours of work

The many hours at a time of work also affect the workers' efficiency and consequently their sickness rate and absenteeism rate are increased.

I. Night shift

The practice of regularly staying away from work during the night shifts than in the day shifts, owing to the greater discomforts of work during the night-time.

J. Other causes

The factor which are caused the practice of regularly staying away from work in the Industrial which are pointed out briefly by the Labor Commission. However, there can be two other factors which caused the absenteeism in industrial sector.

- Personal Factors and
- Workplace factors.

• Personal factors

The personal factor are divided into sub-factors, they are:

○ Personal attitude

There are different attitude of employees. The Employees with well build workplace ethics will respect their work and recognize the contribution they make to their companies. the type of employees will not engage themselves in taking unscheduled off. On the other-hand, employees with very short or poor work ethics are lack of discipline and have lot of integrity and behavioral issues. Since, they feel no gratitude towards the company, absenteeism comes easily to them.

○ Age

The younger employees are often restless. They want to spend some minutes with their friends and have some enjoyment, rather than being tied down with work responsibility and possessing age, people gain experience and maturity, which makes them focused and responsible. Their first time about something is rather professional and they prefer to stick to their chairs to get the work done. If ever they are found absent, then it could be due to sickness.

○ Seniority

A person Employed for wages or salary, who have been with the company for a long time are well-adjusted with the working culture and the job, therefore, they find no reason to be absent without permission. On the other hand, new comers are more prone to taking ad hoc breaks to unwind themselves.

○ Gender

Women employees are generally do a balancing act by shuffling their time between home and work. They have Family and also give foremost priority, they don't think twice before taking a step towards absenteeism.

• Workplace Factors

The work place employees are feels pressure at work sometimes because of work burden, poor environment structure and lack of safety guards. This results in increased levels of stress. The employees then a place that is frequented for holidays or recreation or for a particular purpose to excuses that can help them stay away from work.

i. Work routine

When the work routine doing the same job over a period of time can get monotonous. The employees find the job functions boring. They used to indicate one's preference in a particular matter choose time off to do something interesting than come to work.

ii. Job satisfaction

If employee's feels do not find their own job challenging, dissatisfaction move slowly and carefully in order to avoid being heard or noticed. That leads to more absenteeism in the workplace.

5. MEASURING OF EMPLOYEES ABSENTEEISM:

The Total Time lost = Number of person-days lost through job absence during period X 100 (Average number of employees) x (Number of Work days) this rate also can be specified on number of hours instead of number of days. The "individual Measures" formula: This is calculated as thus:

$$\text{Individual Measures} = (\text{Number of Absent Employees} / \text{Average Number of Employees}) \times 100$$

Employee Absence Measures

Employee Absence Frequency is the rate of worker absences to total full-time employment.

A huge absence rate means that employees are frequently missing work. A low absence rate means that employees are often at work.

Formula – How to calculate EAR

$$\text{Employee Absence Measures} = (\text{Number of Absence Days} / (\text{Total Employees} \times \text{Work Days})) \times 100$$

THE MOST COMMON REASONS FOR EMPLOYEE ABSENCES ARE:

- illnesses or injury
- personal or attitude problems
- lack of interest work and job dissatisfaction
- Poor relationship among superior or co-workers.
- Poor environment conditions and transportation
- work overload and over time

6. CONTROLLING OF EMPLOYEE ABSENTEEISM:

Attendance Record Maintenance (Manual and Bio-metric)

Managing employee attendance deals with a company's strategic actions to reduce employee absences so that workers are consistently present to do their jobs, working productively for the benefit of the organization.

Example: A time sheet, also called a Shift working hours, is a method for recording and tracking the amount of an employee's time spent on each job. A Piece of paper for recording improves project execution, decision-making and compliance with labor and government regulations.

Employee support (Wellness) programs

Wellness not only means taking care of the body but the mind as well. Organizations has to be confidential support for issues like stress, substance abuse, depression, and anxiety. They know a lot of work-related stress also addressed outside of the workplace through guided support programs, so they provide access to programs, such as financial support, for all their employees. Employees are also recognition of their services for setting wellness goals and accomplishing them.

Flexible Hours

A flexible schedule allows an employee to work in hours that differ from the normal company start and stop time. Particularly the surroundings or conditions for exempt employees, those hours are generally 8 a.m. - 5 p.m. or 7.30 a.m. – 5.30 p.m. and tallied, they total a forty hours (40) work week.

Improve Workplace Morale

- Keep employees feeling their work is more than just a job.

- Take time to creatively celebrate accomplishments.
- Grant time off to employees to pursue projects they are passionate about.
- Mix up the company's usual way of doing things.
- Don't forget to have fun.

Encourage Employee Engagement

- Encourage flexibility.
- Volunteer as a team.
- Always be authentic.
- Promote taking breaks.
- Asking for feedback.
- Hold regular social gatherings.
- Clarify goals.
- Provide a nice environment

7. CASE STUDY:

A case study on Absenteeism of Workers Coca-Cola Beverages Pvt. Ltd

From the case study it has been found that there are many factors including that workers absenteeism, some of them are as follows. Absenteeism in shifts is mainly in third shift 10 p.m. to 6 a.m. that means it is high in night shifts. Therefore workers in the night shift experience greater discomfort during their course of work than they do during daytime. From the samples of the workers, some of the workers are debited, other workers in work place due to which they absent themselves in order to escape the creditors. Few may absent because of ill health, family member's health and unexpected work etc. most of the employees facing personal problems. It is also reason for absenteeism. Few of the workers strongly agree that they have cordial relationship with their higher authorities. Some of the workers absent because there are having other sources of income agriculture, business etc. by providing proper interest in order to satisfy the workers need. The company may reduce the absenteeism rate. Selecting the workers by testing them thoroughly recording their instrument, value system, and sense of responsibility. Selecting the workers who do not have any other sources of income in agriculture and business etc. Most of the workers agree that they have good relationship with higher authorities. Few may fear to talk with them, improving the communication network particularly the upward communication. By providing high wages and allowances based on organizational, financial positions.

8. IMPACT OF EMPLOYEES ABSENTEEISM:

The problems associated with employee absence are not limited to the employee and the consequences are far-reaching. Employee absenteeism can affect productivity, Funding, and workplace morale. Attendance issues pretend to have a business's bottom line as well as the rest of the staff.

- lost productivity of the absent employee
- overtime for other employees who fill in
- possible loss of business or dissatisfied customers
- problems with employee morale

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