

# A STUDY ON EMPLOYEE ABSENTEEISM IN STAINLESS STEEL UTENSILS MANUFACTURING INDUSTRY

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## ABSTRACT

Employee absenteeism is that the absence of an employee from work .It's a big problem faced by most employers of today. Absenteeism of employees from work ends up in back logs, piling of labor and thus works delay. Employee absenteeism is additionally a big problem for industry because it needs additional expenses. The target of is to test the reasons for absenteeism, to identify factors that motivates the staff, that helps to cut back absenteeism ,to study the various measure adopted by the industry to cut back absenteeism . The look adopted by the researcher for this study is Descriptive Research Design.. Descriptive research studies are those studies which are concerned with describing the characteristic of a particular individual, or of a bunch to grasp familiarity with a phenomenon or to grasp new insights into it, often to formulate more precise research problem. Data has been collected using structure questionnaire. The sample taken for this study was 200 out of the population 400. The finding of the study revealed the foremost reason for absenteeism is Absenteeism is controlled by providing incentives to employees showing higher level of attendances, the industry can provided the transport facilities for his or her employee. The recommendation could contributes to effective management of absenteeism and may helps to cut back the absenteeism rate.

**Keyword:** Absenteeism, Incentive, Transport Facilities, Work Recognition.

## 1. INTRODUCTION

The term Absenteeism is usually accustomed ask unscheduled employee absences from the workplace. it's a habitual pattern of absence from a requirement or obligation. Absenteeism could be a big barrier for any reasonably industry because its affect on industry growth. Absenteeism not only damages the work progress and manpower planning in workplace, but also reduces efficiency the efficient of industry. Absenteeism is that the failure of employees to stay physically present on the duty after they are scheduled to figure.

Employees who are aloof from work on recognized holidays, vacations, approved leaves of absence, or approved leaves of absence wouldn't be included. Absenteeism could be a pattern of missing work by an employee who is often absent from work. Absenteeism results to ratio, increase labor costs for replacement, hiring costs, training cost etc.

**Department of Labour has recommended following formula for calculating absenteeism rate:**

Absenteeism Rate =  $\frac{\text{Number of man days lost}}{\text{Man days worked} + \text{Man days lost}} \times 100$

**Definition:**

- Rogers and Hurting (1993) “Absenteeism as a choice made by employees which occurs when an employee is absent due to reasons other than illness.”

**Meaning:**

Absenteeism refers to abandonment of the worker from his job. Absenteeism may be defined as failure of employees to report for work once they are scheduled to figure. When the worker takes time without work, on a scheduled working day with permission, it's authorized absence. When he remains absent without permission or informing, it's wilful absence without leave. In nowadays, when the requirements of the country require greater emphasis upon increase of productivity and therefore the economic and rational utilization of your time and materials at our disposal, it's necessary to reduce absenteeism to the most possible extent.

**1.2 Types of absenteeism:**

**Authorized Absenteeism** If an employee absents himself from work by taking permission from his superior and applying for leave, such absenteeism is called authorized absenteeism. **Unauthorized Absenteeism** If an employee absents himself from work without informing or without applying for leave, such absenteeism is called unauthorized absenteeism. **Wilful Absenteeism** If an employee absents himself from duty wilfully such absenteeism is called wilful 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.

**2. NEED FOR THE STUDY**

The term absenteeism plays a significant role in the development of an industry. Employee absenteeism would help to understand the factors influencing absenteeism and reduced the causes. This study will help the industry to know about the reasons for absenteeism . This study is also conducted to analyze the relationship of various factors with absenteeism.

**3. OBJECTIVES OF THE STUDY**

- To Study the reasons for absenteeism.
- To identify factors that motivates the employees, that helps to minimize absenteeism.
- To study the various measure adopted by the industry to reduce absenteeism.

**4. SCOPE OF THE STUDY**

The study is conducted to know the various levels and reasons for absence of employees in an industry. This study provides a base for understanding the employee's problems and provides possible remedies for it. In order to reduce the absenteeism level, this study has been carried out.

**5. REVIEW OF LITERATURE**

(1)Harish k. Padmanabhan (2019) . Employee Absenteeism is the major and continuous challenge which reflects high impact on performance of organization. Employee attendance at work ensures high productivity, quality delivery and commitment towards improving the performance of organization in terms of efficiency and effectiveness of human resource management. Absenteeism is unpredictable in nature and serious workplace problem that occurs at the expenses of both employers and employees. The impact of absenteeism leads to not only leads to financial losses but also goodwill of organization. (2)Mayank Kumar Rai( 2018) In this research we found

that, the phenomena of absenteeism in Indian industry is not new and employee absenteeism is the Major problem of industries. Employee absenteeism is a serious problem for Management because it need additional expenses. High rate of absenteeism in any Industry affect an organization state of health and also management effective.(3)Rashmi Tiwari, (Aug 2018). It is a common industry or managerial problem of many industries, offices, or work place. It affects not only productivity, profitability of the industry but also employees wealth. So it is necessary to control the problem. To control the problem of absenteeism it's causes required to be identified. Non executive employees of the industry selected randomly for primary data collection. Primary data has collected with the help of Questionnaire. The conclusion is absenteeism is mostly find among the employees of production area mainly due to work environment.(4) Soumik chowdhury(2016) This is a study of absenteeism in a manufacturing company. "Employee absenteeism is one of the most common workplace problems facing employers in today's workplace. Legitimate illnesses still account for the majority of employee absences, but some studies have shown that less than one-third of absences from the workplace are related to poor health. Most employers offer their workers vacation, sick leave, paid time off, or other kinds of paid and unpaid leave". Therefore this study concentrates on the different parameters which influence for absenteeism Social Environment, Rewards & Recognition, Responsibilities, Technology, etc. It is a descriptive study. The study finds out the cause of absenteeism in the industry and according to that propose the suggestions to reduce the absenteeism.(5)Prof.Neetu Randhawa,( 2017) The purpose of this paper is to review literature on employee absenteeism as a form of withdrawal behavior apart from turnover. Studies that deal with exam psychometric properties of absence measures are reviewed, along with the link between absenteeism and personal, attitudinal and organizational variable. Reviewing of programmatic efforts to reduce employee absenteeism is done. In this paper emphasis is placed on the indices generally used by investigators to measure absenteeism. The various reasons quoted are sickness, accidents, occupational diseases, poor production planning, and bad working conditions and inadequate welfare conditions, lack of trained laborers, insecurity of employment, lack of interest and so on. (6)Revathi Arunachalamurthy , (2014) The main objectives of the study is to determine the reasons for absenteeism, identify the level of satisfaction of the employees towards various schemes introduced by the company to reduce absenteeism and determine the relationship between absenteeism and the various factors leading to absenteeism. The type of research selected for the study is Stratified Random Sampling. From the respondents reply it is identified that the employee level of satisfaction towards the company is low. But the absenteeism rate has been decreased when compared to previous year. Suggestions were proposed to reduce absenteeism by considering the factors that influence absenteeism

## **6. RESEARCH METHODOLOGY**

### **6.1 Research Methodology:**

The procedure using, which researchers go about their work of describing, explaining and predicting phenomena, is called Methodology. Methods comprise the procedures used for generating, collecting and evaluating data. Methods are the ways of obtaining information useful for assessing explanations

### **6.2 Research Design:**

A research design is the arrangement of conditions for collection and analysis of data in a manner that aims to combine relevance to the research purpose with the economy in procedure.

### **6.3 Type of research design:**

- Exploratory research design
- Descriptive and diagnostic research design
- Experimental/causal research design

### **6.4 Descriptive Research Design:**

The design adopted by the researcher for this study is Descriptive Research Design. Descriptive research is essentially a fact-finding related largely to the present, abstracting generations by cross sectional study of the current situation. Descriptive research studies are those studies which are concerned with describing the characteristic of a

particular individual, or of a group to gain familiarity with a phenomenon or to achieve new insights into it, often to formulate more precise research problem or to develop hypothesis..

### 6.5 Population Size:

The population therefore it is finite and size of the population is 400 workers. Sampling is a process used in statistical analysis in which a pre determined number of observation are taken from a larger population. A sample design is a definite plan for obtaining a sample from a given population. It is the procedure used by the researcher in selecting items for the sample. The survey is carried out on entire population of the employees except executives. Hence it is a population survey.

### 6.6 Data collection:

The researcher makes sincere attempts to overall meet the respondents individually, the researcher explained each question to overall facilitate good understanding and genuine responses. They feel free in answering the questionnaire and lot of the respondents showed keen interest to overall answer their views about the organization. The primary data is collected fresh and for the first time and thus happens to be the original character. The primary data is collected through structured questionnaire method. The secondary data are those which have been already collected by someone else and which have already been passed through statistical process. The secondary data for this study is collects from records, research papers, magazines and internet sources. Structured questionnaire was used to conduct the survey among respondents which included open-ended and closed ended questions.

## 7. LIMITATIONS OF THE STUDY:

- The workers were busy with their work therefore they could not give enough time for the interview.
- The limited number of respondents.
- The lack of co-operation from some of the respondents.

## 8. DATA ANALYSIS AND INTERPRETATION (PERCENTAGE ANALYSIS)

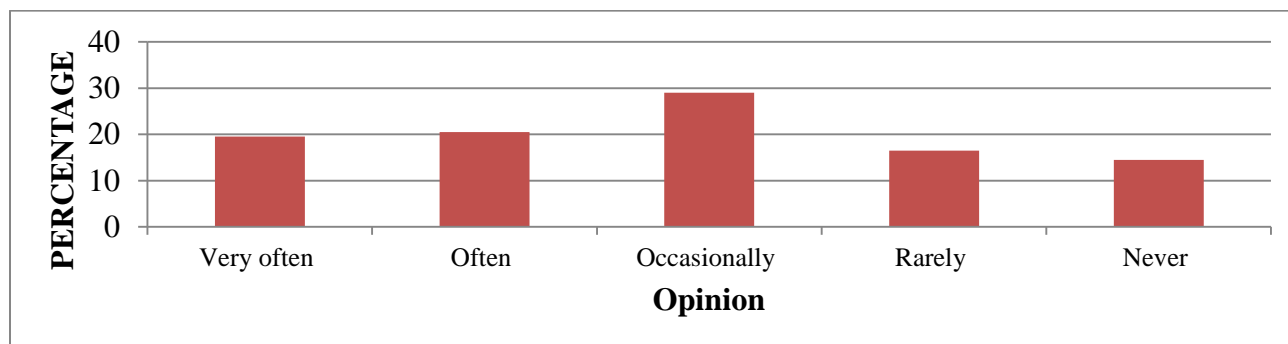
**Table 8.1 Table Showing Respondents Opinion On Taking Leave Without Permission**

| S.NO | OPINION      | NO OF THE RESPONDENTS | PERCENTAGE |
|------|--------------|-----------------------|------------|
| 1    | Very often   | 39                    | 19.5       |
| 2    | Often        | 41                    | 20.5       |
| 3    | Occasionally | 58                    | 29         |
| 4    | Rarely       | 33                    | 16.5       |
| 5    | Never        | 29                    | 14.5       |
|      | Total        | 200                   | 100        |

**Interpretation:**

From the above table it is observed that 29% of the respondents are taking leave occasionally without permission, 20.5% of the respondents are taking leave often without permission, 19.5% of the respondents are taking leave very often without permission, 31% of the respondents are never taken leave without permission, 16.5% of the respondents are taken leave rarely without permission, 14.5% of the respondents are never taken leave without permission.

**8.1(a) Chart Showing Respondents Opinion On Taking Leave Without Permission**



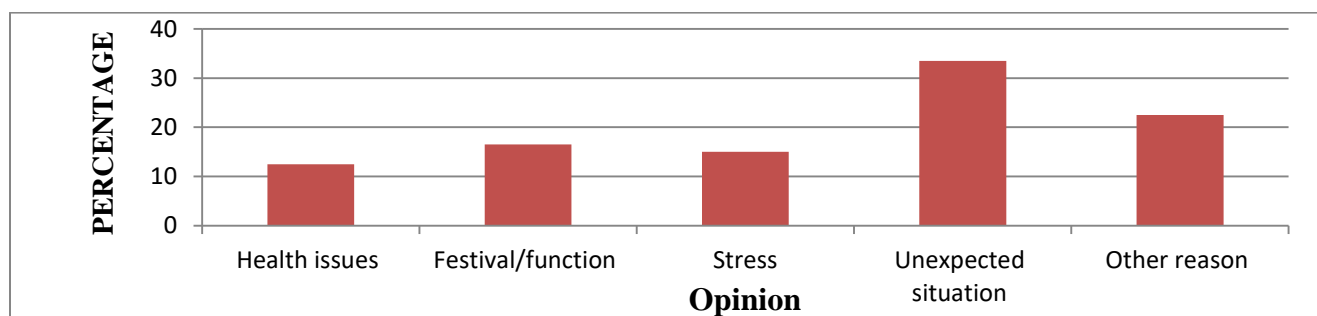
**Table 8.2 Table Showing Respondents Opinion About Reasons For Taking Leave**

| S.NO | OPINION              | NO OF THE RESPONDENTS | PERCENTAGE |
|------|----------------------|-----------------------|------------|
| 1    | Health issues        | 25                    | 12.5       |
| 2    | Festival/Function    | 33                    | 16.5       |
| 3    | Stress               | 30                    | 15         |
| 4    | Unexpected situation | 67                    | 33.5       |
| 5    | Other reason         | 45                    | 22.5       |
|      | Total                | 200                   | 100        |

**Interpretation:**

From the above table it is observed that 33.5% of the respondents says they are taking leave for unexpected situation, 22.5% of the respondents are taking leave for other reason, 16.5% of the respondents are taking leave for festival/function, 15% of the respondents are taking leave for stress, 12.5% of the respondents are taking leave for health issues.

**8.2(a) Chart Showing Respondents Opinion About Reasons For Taking Leave**

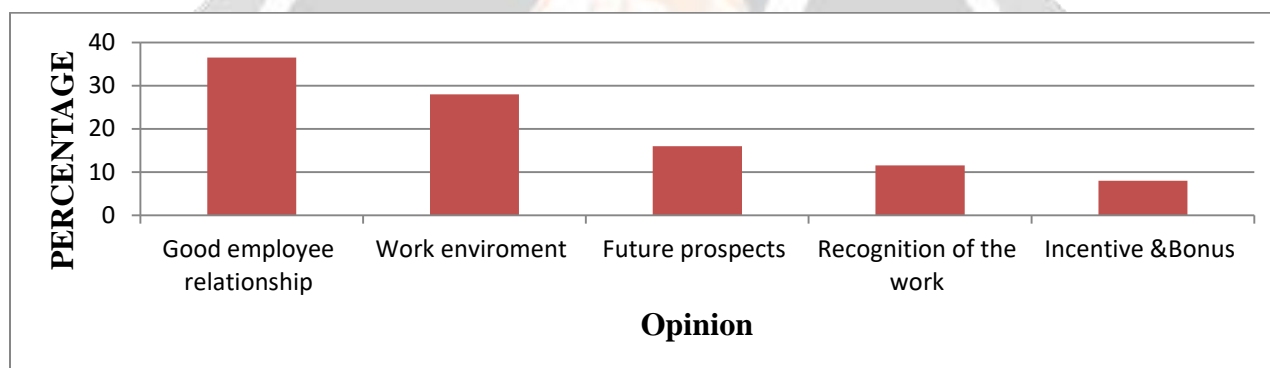


**Table 8.3 Table Showing Employees Regularity**

| S.NO | OPINION                    | NO OF THE RESPONDENTS | PERCENTAGE |
|------|----------------------------|-----------------------|------------|
| 1    | Good employee relationship | 73                    | 36.5       |
| 2    | Work environment           | 56                    | 28         |
| 3    | Future prospects           | 32                    | 16         |
| 4    | work Recognition           | 23                    | 11.5       |
| 5    | Incentives and Bonus       | 16                    | 8          |
|      | Total                      | 200                   | 100        |

**Interpretation:**

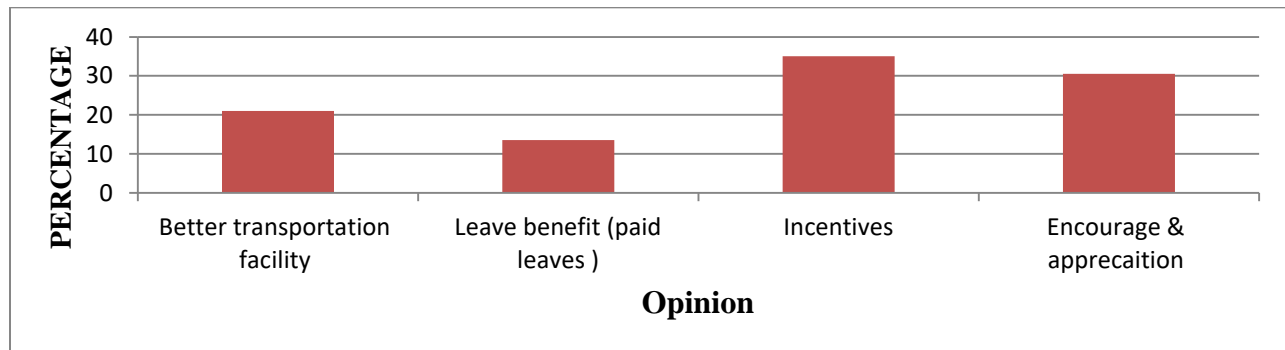
From the above table it is observed that 36.5% of the respondents are getting good employee relationship , 28% of the respondents are having good work environment , 16% of the respondents are getting future prospects , 11.5% of the respondents are getting of work recognition , 8% of the respondents says they are getting incentive and bonus for their regulation in their work.

**8.3(a) Chart Showing Employees Regularity****Table 8.4 Table Showing Opinion About Reduction In Absenteeism**

| S.NO | OPINION                        | NO OF THE RESPONDENTS | PERCENTAGE |
|------|--------------------------------|-----------------------|------------|
| 1    | Better transportation facility | 42                    | 21         |
| 2    | Leave benefit ( paid leave )   | 27                    | 13.5       |
| 3    | Incentive                      | 70                    | 35         |
| 4    | Encourage and appreciation     | 61                    | 30.5       |
|      | Total                          | 200                   | 100        |

**Interpretation:**

From the above table it is observed that 35% of the respondents says that incentive will helps to reduce the absenteeism, 30.5% of the respondents says that encourage and appreciation will helps to reduce the absenteeism, 21% of the respondents says that better transportation facilities will help to reduce the absenteeism, 13.5% of the respondents says that leave benefit will helps to reduce the absenteeism .

**8.4(a) Chart Showing Opinion About Reduction In Absenteeism**

## 9. SUGGESTIONS:

Most of the employees are dissatisfied due to the work during Sunday's my suggestion to them that they complete their work on time so that they can avoid the over time and other day works. Most of the employee suggested encourage and appreciation for them to control absenteeism so Absenteeism can be controlled by providing incentives to employees showing higher level of attendances. Industry may provide transport facility for their employees so that they avoid coming late and they could able to complete their work on time.

## 10. CONCLUSION:

Employee absenteeism is the important aspect from the part of the industry to be considered as the total production capacity depends up on the employee. The finding of the study revealed the main reason for absenteeism is Absenteeism can be controlled by providing incentives to employees showing higher level of attendances, the industry can provided the transport facilities for their employee . The recommendation could contributes to effective management of absenteeism and can helps to reduce the absenteeism rate.

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