

# A STUDY ON EMPLOYEE ABSENTEESIM

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## 1.1 ABSTARCT

Employee absenteeism is a significant concern for organizations, as it directly impacts productivity, operational efficiency, and employee morale. Absenteeism refers to the frequent or habitual absence of employees from work, often without valid or prior justification. The causes of absenteeism are multifaceted, including health issues, family responsibilities, workplace stress, job dissatisfaction, burnout, and personal life challenges. Additionally, organizational factors such as lack of motivation, poor management, and inadequate work-life balance contribute to higher rates of absenteeism. The consequences of absenteeism extend beyond reduced productivity and financial costs to include negative effects on team dynamics and overall workplace morale. Addressing absenteeism requires the implementation of clear attendance policies, promotion of employee engagement, offering health and wellness programs, and providing support systems for personal and emotional challenges. Early intervention and fostering a positive organizational culture are crucial for mitigating absenteeism and maintaining a productive, committed workforce.

## 2.1INTRODUCTION

Absenteeism is when a worker does not arrive at work when they are expected to. It might be the employee's failure to show up for work, but this is a serious issue that the organisation has long acknowledged and that is difficult to resolve. Absenteeism is mostly a result of job satisfaction. It is described as weariness brought on by occupational stress. Till they are legally dropped from the payroll, employees who leave unexpectedly are also considered as having missed time. In labor -intensive businesses, employee absenteeism is an increasing issue that results in backlogs, mountains of work, and delays in getting things done. Furthermore, it is viewed as a symptom of subpar individual performance. Absenteeism is one of the biggest barriers to productivity, profitability, and competitiveness. Deliveries are not timely, clients are dissatisfied, and staff members who cover for absent colleagues experience a decline in morale as a result. Absenteeism costs the company money, but sometimes indirect costs outweigh direct ones. It also has an impact on how its operations are carried out in order to achieve its main objective.

## CONCEPTUAL BACKGROUND AND LITERATURE REVIEW

### 3.1 THEORITICAL BACKGROUND OF THE STUDY

Employee absenteeism is defined as a pattern of frequent absences from work. This absence, which does not include paid time off or authorized leaves, is typically classified as habitual.

The trip to work each day is challenging. Businesses have leave policies in place for staff to utilize in the case of crises or medical difficulties as a result. Absenteeism is used to describe those unplanned days when they occur frequently and cause issues.

Employee absenteeism is a serious issue. A high absenteeism rate is largely caused by people who skip workdays and arrive late. Both employee morale and productivity are negatively impacted by this type of behavior. Businesses do not, however, take action to stop this murderer at the base of the food chain. Any industry needs to conduct absenteeism research. Absentees are workers who fail to report to work when they are supposed to. The employee will not be considered as being on duty for When an employee is aware that work is available and the employer has work available, when the employee has taken leave for which he is entitled, when the employee is unable to work owing to illness or an accident, or when the employer has no previous notice. Consequently, a person's absence might be on purpose, unintentionally, or as a result of unavoidable circumstances. Absence is defined as failing to show up for work on time as scheduled. A worker is said to be scheduled to work when an employer has employment available for them and they are aware of it. A worker is considered absent for the purposes of these absenteeism statistics if he doesn't arrive at work after getting permission to do so. One of the most prevalent workplace challenges that employees deal with in the modern workplace is employee absenteeism, whether it is due to a strike or a voluntary layoff. The majority of employee absences are still due to legitimate illnesses, but some studies have found that less than one-third of absences are due to poor health.

**There are four different categories of absenteeism.**

1. Acceptable absences
2. Irregular absence
3. Wilful omission
4. caused by uncontrollable circumstances

**ACTION POINTS FOR MANAGING ABSENTEEISM**

“Absenteeism is a serious problem for a management because it involves heavy additional expenses. Reserves and understudies are kept in readiness to take the place of absentees, failing which the overhead cost of idle equipment has to be faced. Industrial employees do not usually ask for leave of absence in advance or even give notice during their absence as to how long they will be away. The management is generally uncertain about the probable duration of the employee’s absence and cannot take appropriate measures to fill the gap”.

**THE MEASURES LISTED BELOW ARE SOME TO REDUCE ABSENTEEISM.**

- Notification should be encouraged by personnel management, especially in cases of illness where absences are anticipated to be prolonged.
- Programs for improving industrial hygiene and safety should be strengthened to lower unavoidable absences from illness and workplace accidents.
- Creating a clean and safe working environment.
- Better resolution of complaints and communication.
- Give freely or depart.
- Preventing accidents, fostering positive working relationships between managers and employees
- Worker education is being developed.
- The distinction between authorised and unauthorised leave should be governed by clear rules and regulations.
- Employees must be made aware of the attendance policies.
- A unique daily attendance record should be used to accurately track each employee's attendance.

**ADVANTAGES**

- Foster goodwill
- Boost safety
- Reach personal goals.
- Raise your level of life satisfaction.
- Deal with matters not related to work.

**DISADVANTAGES**

- Pay cuts
- Supervisory responsibilities
- Payroll costs.
- The effect of connections

**3.2 LITERATURE REVIEW****1) Gethsi Beulah, Dr. Venkatrama Raju D (2014)**

An article from a global magazine of contemporary engineering and scientific research looks into irregular workers' absences from work in the BPO sector. This study looks at the variables that affect employee absenteeism and assessments of general performance, and efforts to improve absence. The resulting turnover also has a financial impact on the business because it costs money to find a permanent replacement.

**2) Dr. Abhinav Patel, Sanjay Thakkar, Global journal of modern engineering and scientific studies (2014)**

Absenteeism is a constant source of frustration for any organisation. This study critically analyses the many factors that contribute to absenteeism in an organisation. The absenteeism elements include social together with alcoholism, circle of relative's warfare, a lack of sufficient motivation, issues at work, health issues, shipping issues, a non-secular viewpoint, and an age issue

### **3) A study on absenteeism M. Prabhu (2013)**

In addition to helping the organization management understand employee attitudes for reducing absenteeism, this research attempts to learn more about the causes that lead to employee absenteeism in an organization. The results demonstrated the need for comments on the employee's typical overall performance. For the organizational sports to run smoothly, a remarkable interpersonal relationship must be upheld. Additionally, excessive worker absence rates may be a sign of fragile labor-control relationships and sporadic productivity.

### **4)Renuka Rathod, Mr.Basavanth Reddy,global journal of modern ENGINEERING and clinical studies (2012)**

This investigation was carried out to identify absenteeism's problems, causes, and potential solutions. This study also helps organisations identify their current methods for reducing employee absenteeism in the workplace. It makes clear the steps to ensure the company has better prospects and leads to organisational improvement by lowering employee absenteeism.

### **5)A journal OF COMPOSITION concept by Barkha Gupta (2013)**

This study paper illustrates how absenteeism poses a serious challenge to an organisation and how it hinders the expansion of a company. Given how the industry sector has developed over time, we can see that many of its employees tend to be much younger. Enterprise quarter boom is hampered by absenteeism. This analysis suggests that the idea of a growing industry region in the current political climate. Employee absenteeism is a major problem for the company, but it can be controlled and reduced by adopting higher operating standards.

### **6) Global journal of present day ENGINEERING and scientific studies, Tamara Singh(2016)**

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### **7) Habeebur Rahman (2016)**

investigates potential improvements to absenteeism, a key issue for the business sector, in order to have a beneficial effect on organisational growth. The researcher has identified the causes and effects of employee absenteeism in this study. This study demonstrates that an organisation performs better when all of its personnel are present.

### **8)Ashika M P, Nithu Gosh and Fazeelat Thabassum (2021)**

The COVID-19 disaster has caused a wide range of issues for healthcare professionals, and stress levels have steadily increased. This has resulted in depression, absenteeism, attrition, infection, and a decrease in morale to face day-to-day challenges within the healthcare industry. As a result, paying attention to employees' mental health, attitude toward stress, and absenteeism, especially during a disaster, becomes routine. The study's focus is on examining the effects of work stress on health-care workers during the current pandemic, who have experienced the greatest levels of pressure due to excessive workloads, overtime, and unpleasant working conditions, which has led to lower productivity and absenteeism.

### **9) Thirulogasundaram and Sahu, investigated the connection between process pleasure and absenteeism.(2017)**

Their findings indicate that job satisfaction has an impact on absenteeism. It influences employee motivation, which affects absenteeism. Because they are highly motivated, employees might perform their assigned tasks carelessly.

**10)THE effect OF personnel ABSENTEEISM ON PERFORMACE, Wilcox(2008)**

Using three theories—mental, sociological, and financial theory—define both voluntary and involuntary absenteeism. These ideas promise to explain absenteeism, a complicated concept with obvious key factors. These views on absence emphasise the significance of both work-related and non-work-related factors in absenteeism. They demonstrate that part of the absence from work is caused by causes other than actual disability.

**10)A STUDY ON ABSENTEESIM (Harish K. Padmanabhan(2017)**

The level of employee participation in achieving goals influences an organization's performance in terms of profitability, efficiency, and expansion. Absenteeism may be reduced with a combined commitment and cooperation from the business and the employee. With the aid of different welfare services, a pleasant workplace culture, communication, training, and HR rules, absenteeism may be reduced, but they come at a cost to management that must be heavily considered. As a result, absenteeism is fatal to the sector because it is invisible and unpredictable.

**11)A STUDY ON ABSENTEESIM Mehmet C (2018)**

Implementing force structures of effective reinforcement, adaptable scheduling, and disciplinary action to handle excessive absences is the least expensive and most efficient way to dramatically reduce needless worker absences. At the very least, resolving employee absence issues will help employers gain more productive workers, reduce the costs associated with absenteeism, increase business productivity, and boost profitability.

**12)Chartered Institute of employees and development record CIPD (2015)**

Has determined that the push and pull factors are what lead to employee churn. Gary Dessler and Biju Varkkey, in their discussion of a comprehensive retention strategy, suggested that after identifying retention problems, action could be taken to enhance employee retention through pay increases, wise hiring decisions, career conversations, providing direction and flexibility, appealing employee welfare policies, HR practises for high performance, and binding contracts.

**13)Priyanka and Dubey S OK, the study achieved exploratory factor analysis the use of most important thing technique.(2016)**

They have identified worker turnover intentions through 8 factors inclusive of

- a) Best of management practices,
- b) Low revenue,
- c) No career boom possibility,
- d) Lack of help from the peer, supervisors and family participants,
- e) Little gaining knowledge of possibilities,
- f) Poor operating environment i.e., no place of work protection,
- g) Verbal exchange and
- h) Lack of confidence in process.

**14)Vijayalaksmi V attempted to investigate the influencing elements of work retention in India (2012)**

Goals of study are:

- i. To investigate the procedures for keeping employees.
- ii. To ascertain employees' general pride in their works, environments, and way of life
- iii. To assess the effectiveness of the training and improvement opportunities offered.
- iv. To examines the aspects of repayment. Chi-square analysis and regression analysis are the tools used in this investigation.

This study took a global approach to retention management. It includes competitive pay, balancing work and personal life, providing training, assessing employees' performance through semi-annual reviews, holding events (such as celebrations), and giving appropriate rewards & recognitions with the aim of inspiring employees to perform better. All of these factors are taken into account by both the employer and the employee on a global scale. In addition to these, some other actions are suggested for businesses to take.

**15)Tripathi, says retention strategies for faculties irrespective of their level of pay.(2011)**

The process of creating retention strategies is stated as involving a number of phases. Identifying the existing state of affairs and the company's turnover rates is the first step. The next stage is to establish positions inside the company, such as Officer for Recruitment & Retention.

Creating a programme for thorough retention management is the next stage. Without this program's accurate data, it would be impossible to determine why people are leaving the company and how many employees are leaving

and for what reasons. Finally, organisations that want to retain staff members must conduct candidate and exit interviews.

**16)Kamalaveni, expressed her opinion from the study of International Journal of Multidisciplinary Research and Growth Evaluation (2019)**

Employee retention is greatly influenced by job satisfaction because dissatisfied workers eventually leave the company and lose the knowledge they had contributed. Additionally, since job satisfaction is a key factor in keeping employees, it can be attained by creating an environment that promotes their physical and psychological well-being. It has been observed that it is challenging to keep knowledgeable employees in an organisation when they are dissatisfied.

**17)Beloor, 2017 says from the study of employee commitment(2017)**

The bond between an employee's experiences and their employer is commitment. Employee commitment is crucial because it benefits the organisation more and produces positive results, such as high employee retention. Employees who are committed to the company typically feel a sense of belonging and an understanding of its objectives, which makes them more committed to their work and more productive.

**18)International Journal of BRIC Business Research (IJBBR)(2017)**

According to a study, effective training and development activities can increase the rate of retention because they help employees meet their individual and organisational goals on schedule and become eligible for rewards. According to a study, good knowledge-based organisations are now placing a strong emphasis on training and development activities. According to earlier HR studies, these will increase retention. A study revealed that a company's ability to grow rapidly depends on its workforce. Comprehensive training and development programmes must be used in order to achieve the desired level of competitive advantage. Good training programmes promote high rates of employee retention, according to research.

**19)Lali Rajan's, study on Employee Retention and The Role of Managers (2012)**

In preserving proficient employee's targets at understanding the function of manager in worker retention and what's the role in an organization's retention rates. Based on beyond evaluate of numerous literatures the look at indicates that the managers want to be taught, rewarded and diagnosed for achieving retention fees.

**CHAPTER-3  
RESEARCH DESIGN**

**3.1 STATEMENT OF THE PROBLEM**

A motivated workforce is advantageous to any organisation. In general science, even slight employee dissatisfaction can be attributed to a dislike of the job and the company where it is performed. Any situation involving human resources is crucial and demands cautious handling.

**3.2 NEED FOR THE STUDY**

Managers, office staff, factory workers, and marketing and distribution personnel are all employed . The efficiency and flow of the business can be impacted by any amount of employee absence or transaction delay. It might lead to production losses as well as monetary losses. Management is helped in the implementation of better labour welfare facilities by an analysis of absenteeism rates and causes. It is also possible to gauge an employee's internal sentiments regarding leave, pay, workload, and other factors. The level of job commitment and dissatisfaction can be determined by conducting a thorough investigation into the relationship between the employer and the employee as well as the working environment, personal issues, and employee needs. The study will examine labour absenteeism theory as well as a real-world examination of employee behaviour.

**3.3 OBJECTIVES OF THE STUDY**

- To determine whether or not routine work is affected by absenteeism.
- To determine the degree of the employee's satisfaction with routine control.
- To identify the numerous reasons why employees are absent from work.

- To determine the motives behind the employees' absences.
- To outline strategies for reducing worker absences.

### 3.4 SCOPE OF THE SYUDY

Absenteeism among workers is a global problem. In any organisation, excessive absenteeism is bad for both the employer and the employees. The output and profitability of the company will be significantly impacted. As a result of absenteeism, production costs increase. Additionally, it will add to the workload of the present employees. Therefore, it is important to put in place efficient absenteeism reduction strategies.

The aim of this study is to gauge employee absenteeism at SLV Tiles Pvt Ltd. It also seeks to identify the reasons behind absenteeism. Based on the aforementioned factors, an idea is also identified for decreasing absenteeism.

### 3.5 RESEARCH METHODOLOGY

It discusses the methodology used in the current research study. It describes the design, sample, tools used, data collection procedure, and statistical techniques for data analysis. The interview is the primary data collection tool in the study. The researcher used a self-designed interview based on the study's objectives, as well as a comprehensive review of previous studies, to accomplish this.

Research layout	Descriptive studies
Data Collection	Personal interview, structured questionnaire, research paper, attendance record
Sampling Population	Decided on Manufacturing Industry
Sampling length	100 personnel
Information evaluation	Percentage Analysis

#### Research Design:

The researcher used both an exploratory and a descriptive research design for the current study. Because the researcher interacted with the respondents and delved deeply into the subject of the study, it is exploratory. It is also descriptive because the researcher has succinctly summarized all the problems and conclusions that have been investigated.

#### Sample Size and Sample Technique

**Sample Size:** The researcher chose 100 participants for the current study and gathered the raw data from them.

**Sample Technique:** The researcher used simple random sampling in this study.

Research tool used in the study Interview is the main tool in the study to collect data from the respondents. For this purpose the researcher used self-designed interview according to the objectives of the study with the help of a comprehensive review of earlier studies.

#### Gathering the data

##### Initial data:

The researcher has prepared one interview schedule and collected the information as per the present study.

##### Secondary data:

Secondary data were gathered from journals, magazines, studies, books, newspapers, research papers, blogs, business news letters, manuals and booklets.

### DATA COLLECTION TOOLS

To obtain first-hand information about the function, application, and employee perceptions of absenteeism an employee sample was given a questionnaire that contained a series of questions.

### 3.6 LIMITATIONS

The following are the limitations of the questionnaire used to collect employee opinions.

- Because they are not frequently used, some terms used for the study's purposes are unfamiliar to the respondents.
- Some of the respondents reported having trouble filling out the schedule while the data was being collected.
- A sample of employees are the only ones included in the current study.

### 3.7 CHAPTER SCHEME

Chapter 1: Introduction.

Chapter 2: Conceptual background and literature review.

Chapter 3: Research design.

Chapter 4: Data analysis and interpretation.

Chapter 5: Summary of findings, conclusion and suggestions.

## CHAPTER 4

### SUMMARY OF FINDINGS, CONCLUSIONS AND SUGGESTIONS/ RECOMMENDATION

#### SUMMARY

This survey indicates that absence may be a significant disadvantage to organizations. However, absenteeism can be reduced by implementing good working conditions, and benefiting from increased productivity, greater efficiency, and faster growth. The success of a company depends on the home life of its employees. Organizations often manage absenteeism by instituting policies that maintain good working conditions and provide more opportunities for development and advancement. Greater employee satisfaction helps reduce absenteeism and increase productivity.

#### FINDINGS

- Negative body of work practices, along with the work environment, employees' guidelines, welfare centres and salaries are the primary reasons of the absence of employees in an enterprise.
- The shortage of relationships with personnel reduces morale due to the lack of employees and lets in them to leave their jobs.
- Maximum personnel take unique depart due to infection or strain.
- The absence of personnel increases prices and decreases productiveness or organization.
- Economic benefits and incentives to raise morale and motivation are the main determinants of task pride.
- 61% are male respondents are the highest.
- Respondents between the ages of 20 and 25 make up the highest percentage of respondents at 69%.
- The highest percentage of respondents (52%) comes from villages.
- The highest percentage of respondent's 71 percent come from nuclear families.
- Students and employees make up 46% of the respondents.
- 79% of respondents are the unmarried and they are the highest.
- 57% respondent's monthly income is below 20,000 are the highest.
- 40% of respondents are satisfied with work environment condition.
- 54% of employees have work experience.
- 62% of respondent's attendance will be consider by manual system.
- 40% of respondents are happy with the policies and processes.
- 47% of respondents is the highest in being absent due to health problem / domestic reason.
- 46% of respondents are the highest who travel to work place by bus.
- 53% of respondents remain absent once in a month is the highest.
- 47% of respondents have excellent relation with co-workers/ superior.
- 45% of respondents don't have other source of income which prompts them to take leave.
- 56 percent of respondents choose higher education over employment.
- 37% of respondents agree that they are into the job.
- 61% of respondents get enough time to spend with their families.
- 29 % of respondents agree to the work life which is affected by family responsibility.

#### SUGGESTIONS

This report above gives the brief image of authorized employees of the tiles through the report; attempts have been completed to assess the purpose of employees absenteeism and authorized employees to their absenteeism approach.

- The adoption of the fundamentals of shift exchange could be a solution to lowering absenteeism. This will enable employees to trade shifts and guarantee that operations won't be impacted by an employee's absence.

- Offering accommodations to people is another way to lower absenteeism. If a condominium is priced extremely low, the organisation may ultimately make money. Other benefits include:
  - Absences resulting from travel time may be decreased.
- The ability to stimulate human beings.
- Supervisors can easily learn the reason for absenteeism.
- Will strengthen the bonds between co-workers.
- Rewards for employees may be given up until the middle of each month.
- Because the manager is the immediate leader of the workforce, selecting superiors should be given careful consideration. To persuade their employees, superiors should interact with people in a psychologically sound manner.
- Counselling may be provided to employees who are experiencing personal issues. People need to be helped by the authorities when they need it. offering regular training sessions to help employees understand the difficulties they encounter at work
- Setting up routine clinical inspections of the workers to safeguard their health.
- Regular performance evaluations will keep absenteeism at bay.
- Teaching engagement sports should be emphasised to boost morale and combat negative mind-sets like alcoholism.
- Ensure the honest and transparent application of HR practises like job rotation, welfare measures, work-life balance, and other similar practises.

## CONCLUSION

Management can reduce absenteeism by putting the suggestions into practise, and by considering the causes, they can take more extreme measures.

The contribution of employees who are located closer to the goal is essential to an organization's success in terms of profitability, performance, and growth. Through shared commitment and engagement between the company and the employee, the cost of absence may be decreased. The availability of various welfare facilities, workplace culture, communication, training, and human resource policy may all help to lower absenteeism and management expenses. Due to this, absenteeism is widespread in an unforeseen and invisible manner, which is fatal to the industry.

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