



TPD Tips

The Cost of Absenteeism





TPD Tips:

Mitigating the Cost of Poor Tracking

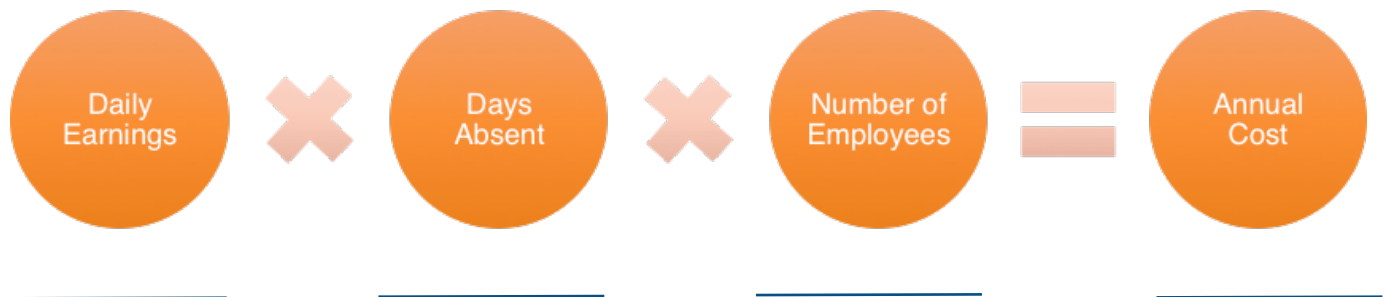
Vacations are generally viewed positively, as they typically benefit both employees and the organization. In fact, planned absences provide the opportunity to assess coverage needs and mitigate workload-related issues.

Absenteeism occurs when employee absences are unscheduled, avoidable, and/or frequent. Absenteeism puts pressure on co-workers, unexpectedly taking them away from their regular duties, which lowers office morale and costs the organization directly in lost productivity and opportunity cost.

Example

Let's say you have 25 employees, with salaries of \$40,000 each (\$153.85/day in a 37.5 hour week) and each employee was absent, on average, for 9.3 days per year. This means, on average, each employee's absenteeism costs the employer \$1,430.81 per year.

Calculate the cost to your organization:



What happens when you don't track employee attendance?

By not tracking employee attendance, you run the risk of having to pay your employees for vacation or sick days they have already taken or have not yet earned. By having an attendance record, you can protect yourself from departing employee claims regarding vacation pay-out, monitor high absenteeism issues, and prove that patterns exist when disciplinary issues arise.

Do you know at a moment's glance how many vacation days your employees are entitled to and how many they have used? Do you know how many sick days each employee has taken and if there is a pattern? (For example, are they sick every Monday?)

Attendance tracking may seem like a big job, but if you are on top of it, it doesn't take long and can save you thousands of dollars. To make your tracking as accurate, secure, and simple as possible, try web based tracking software such as the TPD Online Staff Planner.

Attendance Tracking

The TPD Online Staff Planner tracks the following:

- Entitled Vacation Days
- Vacation Days Taken
- Sick Days
- Days in Lieu
- Accrued Paid Time Off
- Leaves of Absence

Visit TPD.com and sign up for the Staff Planner to get started.

