



EMPLOYEE ABSENCE REPORT AND SUMMARY & GUIDE

Included:

Overview

Dos and Don'ts Checklist

Sample Employee Absence Report

Sample Employee Monthly Absence Summary

1. Overview

Employees are some of the most valuable resources a company has, and can contribute substantially to the success of a business. Unfortunately, employees can fall ill, become injured, or get called out of the office to attend to personal matters. Taken individually, these disruptions can be seen as a minor annoyance. Taken as a whole, employee absences can have a significant impact on an organization's productivity and costs. To lessen the impact, companies must establish clear policies and procedures about work absence and ensure their employees are familiar with these rules.

Absenteeism can cost a company in many ways, both direct and indirect, and it may be difficult to understand the scope of these costs without a clear written record of the absences. In some cases, an organization may be required to permit absences based on local or federal law, and to supply information about the length and type of such leaves. Employees may need this information to qualify for medical expense reimbursement and other benefits. The enclosed forms can provide an ongoing record of absences, benefiting both the company and its employees. In every way, this promotes a more satisfying and productive business environment.

2. Dos & Don'ts Checklist

- Employee absences are a major problem for many companies. By some estimates, the total cost of employee time-off and disability programs is about 15% of an organization's payroll. However, that figure includes only direct costs (e.g., absent worker salaries, benefits, and insurance premiums). It does not include indirect costs, including overtime, temporary labor expenses, and lost sales attributable to decreased productivity. Formal policies addressing employee absences are thus essential for a company's profitability, and these policies need to be clearly and consistently communicated to workers at all levels.
- Effective supervisors are those who address absence problems throughout the year. Issues should be tackled immediately. Annual performance reviews should not hold any surprises for employees. Along these same lines, follow up on all emerging attendance issues. The only way to guarantee nothing will change is if you do nothing to change it. Consider the root of the problem as well. Your goal should be to make sure the work environment is one that encourages your staff to be both present and productive.
- Include a description of your company's policies on authorized absences in your employee handbook. Be sure to note that employees must obtain approval from their immediate supervisors before submitting the enclosed form to your personnel or human resources department.
- Give consistent treatment to all of your employees. An employee will not be able to level charges of discrimination if you can demonstrate that you have a fair and consistent process that is followed at every level of your company.

- Make a note of whether an absence is related to an injury or illness caused by the employee's performance of his or her job. The U.S. Department of Labor requires many employers to prepare and maintain records of work-related injuries and illnesses. Generally, small businesses with 10 or fewer employees are exempt from these recordkeeping requirements, as certain industries are classified as low-hazard. All employers must report workplace incidents resulting in death or the hospitalization of three or more employees.
- There are Family and Medical Leave Act concerns to consider before taking action against an employee with continuing absences. If you have questions about how this may apply to a specific situation, contact a lawyer or your human resources department for additional information.
- Maintain the confidentiality of your forms at all times. Absence forms should be disclosed internally only to the employee or his supervisor and externally only to auditors reviewing the company's health programs, as needed to process workers' compensation claims or other insurance benefits, or to public health authorities/agencies in situations required by law.
- Make at least one copy of each absence report and place it in the employee's personnel file.

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Form Sample

[COMPANY NAME]
Employee Absence Report

Date: _____

Report completed by

Name:

Title:

Phone No: () -

EMPLOYEE INFORMATION

Full Name:

Employee ID:

Male

Female

Street Address:

Apt:

City:

State:

Zip Code:

Job Description/Title:

Hire Date:

Supervisor:

Birth Date:

Department:

DESCRIPTION

Date(s) of

Form Sample

[COMPANY NAME]
Employee Monthly Absence Summary

[MONTH]		
Description of Absence	No. of Days	Total Hours
Sick Leave (self)		
Sick Leave (family)		
Jury Duty		
Bereavement Leave		
Holiday		