

Review on Factors Leading to Absence of Employee

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Abstract

The term absenteeism refers to the failure to attend to work. It is one of the chief troubles faced by organisations across the globe today. Big rate of absenteeism is neither enviable to employers nor fine for the employees. In majority of organizations, high rate of absenteeism has an adverse effect on quality and quantity of production, efficiency of workers and organization, organizational regulation and more significantly on the organization's intent to fulfil the fresh market demands. In this paper we attempt to throw light on the different reasons which makes employees of an organisation to absent.

Keywords: Absenteeism, Authorized Absenteeism, Unauthorized Absenteeism, Innocent Absenteeism, Culpable Absenteeism

1. Introduction

Absence of employee is one of the foremost tribulations faced by companies across the world today. High rate of absence is neither pleasing to employers nor good for the employees. In common organizations, elevated rate of absenteeism has an unpleasant effect on quality and quantity of production, efficiency of workers and organization, organizational regulation and more prominently on the organization's goal to accomplish the novel market demands. Unscheduled absenteeism shoddily hurts the progress of an organization resulting in loss of productivity, augmented costs in hiring additional staff and low confidence among the workers. It is high time that employers address this setback on a precedence basis^[1].

Absenteeism is a major setback which unfavorably affects the whole industrial economy. The setback of absenteeism is of crucial significance in Indian organizations because in comparison to the west, the rate is significantly higher in India. Absenteeism among workers is one the most establishing factors. In an organization, its consequences are production losses, an enhanced labour cost and abridged effectiveness of operation. The losses and additional costs caused by absenteeism expressed in terms of money will be alarming. The increased productivity of an industry mainly depends upon the best possible use of man power which is the most valuable and hampers the entire production process. It is a problem which needs everybody's attention.

The effect of absenteeism in industrial productions cannot be measured easily. The higher absenteeism greater the production loss for the country. People who are working in industry and other areas related to the industrial production also suffer.

Absence is one of the most significant wide spread obstruction to productivity. The absence may be due to personal struggle, sickness, sickness of relatives, or any other reason. The absenteeism can be alienated as authorized and unauthorized absenteeism. In the authorized absenteeism the employees report the causes at a practical time to the supervisors. The absenteeism may be due to some uncontrollable events like profound rain, or rail or road strike, cyclone, unrest reasons like political issues, violence etc. The

setback of the employee absenteeism is a significant crisis for management because it involves serious additional expenses. The essential element which influences industrial relation, is absenteeism, a confrontation between conflicting interests between management and labor force. There is no industry left without this dilemma. At the national level, absenteeism has become a permanent crisis of industries, there by distressing the national economy. It is, a prevalent form confronting both production as well as personnel management. To the former it means idle machines, abridged output, extra mental sprain to working teams and machines to get as near as possible to their usual efficiency and an increased in the cost of production. To the latter it means records, inquiries, and possible labor turnover. Absenteeism is a harmful attitude, which must be checked, and 30% of the labour court cases arise out of these reasons. It doesn't mean that employees should come to the factory daily without absence but they are eligible to take leave i.e. being afforded by the management. The difficulty of absenteeism actually stem up only when the employees take more number of leaves, exceeding their limits and it ultimately results in the loss of pay and is deducted from their total salary. The main reason behind this increased rate of absenteeism among different departments may also be due to the attitude of the managers and how the employees react to their immediate superiors. Irregular attendance has become a common phenomenon in heavy engineering industries and it is truly a very hard task for the management to make out the reason underlying and also formulate efficient and effective steps so as to gain control over this economic disorder^[2].

2. Factors Leading to Absence of Employee

Important factors leading to absenteeism among Indian work force especially Government sector organizations can be summarized as follows:

1. Bad working conditions.
2. Illness.
3. Occupational disease.
4. Problem of transport facilities.
5. Lack of co-operation and understanding between administration and human resources.

6. Malevolence of drinking.
7. Accidents.
8. Terrible housing conditions.
9. Lack of cafeteria services, rest rooms, etc.
10. Monotony.
11. Stumpy wages.
12. Extended work hours.
13. Lack of proper remedial aid and health programmes.
14. Shortage of marketing facilities.
15. Social or religious festivals.
16. Crop seasons.
17. Marriages.
18. Education of children.
19. Domestic problems and consequent worries, etc

3. Categories of Absenteeism

Economists have classified the concept of Absenteeism in many types according to their philosophy and logic. Kerr classified Absenteeism in the following categories:

1. Total Absenteeism.
2. Excused Absenteeism.
3. Un-excused Absenteeism.
4. Vacation Absenteeism

Total Absenteeism

It indicates absence of workers at a given time who are scheduled to work but remain absent for any reason whatsoever excluding lay-off and lock-out.

Excused Absenteeism.

Kerr stated that excused Absenteeism means absence of work for a bonafide cause. It may be because of self-illness or due to accident in the course of employment.

Un-excused Absenteeism.

It means an absence as a habit and not as a necessary. For example, a worker proceeded on 10 days leave out of his earned leave with prior sanction but overstayed for a month, then this overstayed period can be classified as un-excused absenteeism.

Vacation Absenteeism.

So far as Vacation is concerned, workers normally visit to their native places during summer vacation of their children.

True Absenteeism

It means out of the above causes the following absences are to be excluded –absence for which workers are not directly or personally responsible. It includes lay-off, lock-outs, strikes and hartals. The absence due to availing casual and privilege leave is also excluded because it is the legitimate right of the workers to enjoy these leaves.

So from the above we can summarize different types of Absenteeism as follows:

- 1 Sanctioned Absenteeism
- 2 Unconstitutional Absenteeism
- 3 Guiltless Absenteeism
- 4 Blameworthy Absenteeism

Sanctioned Absenteeism

If a worker is absent himself from work by taking permission from his superior and applying for leave, such Absenteeism is called as Authorized Absenteeism.

Unconstitutional Absenteeism

If a worker is absent himself from work without informing or taking permission and without applying for leave, such Absenteeism is called unconstitutional Absenteeism.

Guiltless Absenteeism

Guiltless absenteeism refers to employees who are absent for reasons beyond their control; like sickness and injury. Guiltless absenteeism is not culpable which means that it is blameless. In a labour relations context this means that it cannot be remedied or treated by disciplinary measures.

Blameworthy Absenteeism

Blameworthy malingering refers to workers who are not present without authorization for reasons, which are within their control. For example, a worker who is on sick leave even though he/she is not sick, and it can be proven that the employee was not sick, is guilty of blameworthy absenteeism. In a labour relations context this means that progressive discipline can be applied.

3. State of the art

- G Johns, M Miraglia ^[3] used meta-analysis to summarize the reliability, validity, and accuracy of absence self-reports. The results recommended that self-reports of absenteeism proffer sufficient test–retest reliability and that they reveal sensibly good rank order convergence with organizational records. Nonetheless, people have a decided tendency to underreport their absenteeism, although such underreporting has decreased over time. Also, self-reports were more precise when sickness absence rather than absence for any reason was probed. It was concluded that self-reported absenteeism might serve as a valid measure in some correlational research designs. Nevertheless, when precise knowledge of absolute absenteeism levels is essential, the tendency to underreport could result in flawed policy decisions.
- According to MC Kocakulah *et al.* ^[4] employee absences are both expensive and troublesome for business, and the tendency has been rising progressively over the years. Personal sickness and family issues are cited as the main reason for unplanned absences. Employers have been attempting to decide the validity of these illnesses and offer incentives and propose probable solutions to alleviate these absences, including those caused by family issues. Sickness, family responsibilities, personal issues and strain all take a toll on the worker which in turn affects morale, absences and productivity in the workplace. MC Kocakulah *et al.* recognized the foremost factors of absenteeism, possible “cures” that exist for these factors, and present results of companies that have implemented programs to combat the problem of absenteeism.
- Viswanathan Rajeesh *et al.* ^[5] performed the study on absence of employee in BPO industry. Their findings recommend that absenteeism is predominant across all groups of employees and demographic variables have no

effect on absenteeism and it is prevalent among new as well as old employees.

- Peretz, H. *et al.* [6] inspected data from over 5000 organizations in 22 countries to address three complementary issues: (1) the persuade of national culture on the adoption of diversity programs intended at recruiting, education and promoting individuals from specific target groups; (2) the moderating effect of national cultural practices on the relationship between these miscellany programs and the organizational outcomes of absenteeism and turnover; and (3) the mediating upshot of absenteeism and turnover on the relationship between variety of programs and organizational performance and innovation. Their hypotheses on the role of absenteeism and turnover as mediators of the relationship between diversity programs and organizational performance and innovation were also supported. Their conclusion may help guide managers' decisions on the adoption of diversity programs in units operating in different national cultures. They discussed the implications of their findings for scholars and practitioners concerned with diversity management issues in a global context.

4. Conclusion

Absenteeism places huge financial burdens on organizations and has a detrimental effect on productivity. Aware of the direct and indirect costs associated with absenteeism, management must determine what factors are responsible for the absenteeism and how these factors can be rectified in order to reduce the rate of employee absenteeism in the organization. The study's main aims was to determine which key factors are responsible for employees being absent from work.

5. References

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