



A STUDY ON EMPLOYEE ABSENTEEISM ON INDIAN INDUSTRIES REASONS AND MEASURES

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Abstract

Absenteeism is one of the significant problems of Indian businesses. Truancy in Indian enterprises is definitely not another event. It is indication of a choice made by representatives not to introduce themselves at the work environment and when it is planned by the administration that their quality is vital. Non-attendance ends up serious issue for the executives when representatives withdraw without giving data. There are numerous reasons expressed by representatives for taking missing among those, the real reasons expressed are ailment, mishaps, ailments, poor generation arranging, terrible working conditions, events and social celebrations. The reasons may differ from representative to worker contingent upon their way of life.

Many research reports and studies have uncovered that there has been an uncommon increment in representative non-attendance in numerous modern divisions. Worker truancy is a significant issue for the executives since it includes included costs for the association and besides it foundations for the postponement in the fulfillment of the work, which prompts continuously decrease in the dimensions of generation. Non-attendance is neither useful for workers nor for businesses. There numerous factors in an association that are in charge of non-appearance. High rate of absenteeism in any industry affect an organization state of health and also management efficiency.

Loss of fundamental centers like minimal clinical facilities, no protection level of employment, loss of motivational guide, lack of supervisory manage and many extra makes the employers to take leave. In most of the Indian industries the people hesitate to inform to supervisors due to the dearth of conversation which ends up to the increase within the rate of absenteeism.

Keywords: Employee absenteeism, Management effectiveness, Remedial measures on absenteeism, Job satisfaction, and Organization success.



Introduction

The term absenteeism originates from Latin word, "absentia". Although there isn't always a well-known definition of absenteeism, it is extensively used to explain non-attendance of personnel for scheduled work.

The term truancy alludes to the inability to take care of work it is one of the serious issues looked by organizations over the globe today representatives can be missing for an assortment of reasons including disorder, dormant frame of mind, family crises, a lot of outstanding task at hand and stress, repetitive work or a general disappointment with the activity. The reasons may fluctuate from worker relying upon their way of life. Representative non-appearance is a significant issue for the board since it includes included costs for the association and besides it reasons for the postponement in the fruition of the work, which prompts slowly decrease in the dimensions of creation. High rate of non-appearance in any industry influence an association condition of wellbeing and furthermore the board productivity.

Concept of absenteeism:

Each association achievement relies upon its important resources "Representatives". So representative's truancy is a noteworthy boundary for association achievement. Absenteeism can be named as an "illness" which may influence the inward structure of the association, therefore making mischief the creation procedure or "Family issues", for instance however non-attendance additionally can regularly be followed to different factors, for example, a poor workplace or laborers who are not dedicated to their employments. In the event that such unlucky deficiencies wind up intemperate, they can have a truly antagonistic effect on a business' tasks and, eventually its productivity.

Types of absenteeism:

Types of absenteeism classifies into four types are as follows.

1. Authorized absenteeism:

If an employee absents himself from work through taking permission from his advanced and applying for leave, such absenteeism is called authorized absenteeism.

2. Unauthorized absenteeism:

If a worker absents himself from work without informing or taking permission and without making use of for go away, such absenteeism is known as unauthorized absenteeism.

3. Willful absenteeism:

If an employee absents himself from obligation willfully, such absenteeism is referred to as willful absenteeism.

4. Absenteeism caused by circumstances beyond one's control:

If an employee absents himself from obligation because of the circumstances past his manipulate like involvement in coincidence in accidents or surprising illness, such absenteeism is called absenteeism resulting from circumstances beyond one's manipulate.



Review of literature:

1) According to **Dr. Suruchi Pandey, Chandra Shekar Cholli, Sreeraj P.S (2017)**, “In most of the cases employers will prefer to go for taking unauthorized leaves only for two reasons such as lack of proper supervision and be other for job stress. If this unauthorized leaves goes on taking then in some organizations that work will be reassigned to some other employees nor it will left in the same manner. If this goes on continuation then we can meet the standards as we thought to achieve. So that organizations has to take a step to provide motivation to the employers on frequent basis to reduce their job stress. This increases the zeal of the employers to work and thus reduces absenteeism to greater extent”.

2) According to **Dr. Rabiya Basariya (2014)**, “Absenteeism is the emerging observable fact of recent years. The employers take a leave without intimation and provide all the fake reasons for their absent in most of the cases. Usually the employee feels like to take absenteeism when the culture in the organizations is not adaptive nor if the organization fails to provide the basic facilities that is required to them like no security of employment, lack of motivational support, lack of supervisory control and many more. Due to these reasons the employers feel to take a leave thus leading to the absenteeism on regular basis, which is becoming like a threat to the organization”.

3) According to **K. Vishnupriya, N.S. Suganya, P. Bhuvaneswari (2012)** mentions in their article about employee absenteeism as “Absenteeism is one of the major cause for the loss of production and revenue to the organization. Incentives and extra monetary benefits, better relations of the employees with the management, and better working conditions can act as major factors towards reducing absenteeism. Absenteeism is a universal problem and every organization should strive to tackle this problem in the best possible way”.

4) According to **N. Silpa, B. Masthanamma(2015)** “Absenteeism is a serious problem in the organization that which is spread to other employers very easily as if like virus destructing the system. If this way goes on continuation then it creates many problems such as effects productivity, finance of the organization. Thus in order to avoid the disaster of this dangerous problem absenteeism we need to make sure by following various strategies of reducing this absenteeism like job rotation, offering incentives depending on their performance, reducing boredom (most often used strategies)”.

Research methodology:

The paper is conceptual in nature. Data is being collected through text books, journals from library, academic reports, online websites, and internet, used for this study.

Objectives of the study:

- ❖ To identify the reasons for absenteeism.
- ❖ To measure the employees absenteeism level.
- ❖ To study, employee working conditions.

Features of absenteeism:



- 1) The charge of absenteeism is the lowest on pay day and increases extensively on the times following the payment of income and bonus.
- 2) Absenteeism is normally excessive some of the employees under 25 years of age and those above 40 years of age.
- 3) The charge of absenteeism varies from branch to branch inside an agency. Generally it's far excessive inside the manufacturing branch.
- 4) Absenteeism in conventional industries is seasonal in character.
- 5) Generally the absenteeism is high after the day of fee.
- 6) The absenteeism is too much in women employees then men employees.

Categories of absenteeism:

Categories of absenteeism classifies into five categories are as follows.

1) Entrepreneurs:

This magnificence of absentees considers that their jobs are very small for their general hobby and private goals. They engage themselves in different social and economic sports to meet their dreams.

2) Status seekers:

These forms of absentees revel in or perceive a higher ascribed social status and are keen on retaining it.

3) Epicureans:

These instructions of absentees do now not want to take in jobs which demand initiative, accountability, region and discomfort. They wish to have money, strength, and standing however is unwilling to work for their success.

4) Family-oriented:

This kind of absentees is often recognized with the family activities.

5) The sick and the old:

This category of absentees is broadly speaking dangerous with a vulnerable charter or antique people.

Reasons of employees in regards to absenteeism:

Some of the reasons of absenteeism are mentioned as follows:

1) Management Systems:

When the managers deal with workers as mere equipment, the rate of absenteeism is in all likelihood to be excessive. In the absence of proper management manage, workloads, shift arrangements and employees guidelines may be unbalanced causing absenteeism.

2) Maladjustment at Work Place:



Workers, now and again, do no longer adjust to the state of affairs triumphing at work location. Workers coming from rural to city areas do no longer alter at those locations. The congestion, insanitation, rapid lifestyles at urban regions is not to the liking of village people. They often pass back to villages after absenting from work.

3) Unhealthy Working Conditions:

If working conditions aren't right then workers frequently absent themselves from work. Heat, wetness, noise, terrible lighting, dirt, over-crowding have an effect on workers' fitness inflicting them to stay absent for longer durations.

4) Social and Religious Ceremonies:

Social and religious ceremonies are a main cause for absenteeism. These functions turn away the eye of employees and they spend too much time on these sports. Some research have shown that price of absenteeism has been higher for the duration of festival durations in comparison to other durations.

5) Industrial Fatigue:

Fatigue is also a crucial reason of absenteeism. To earn greater wages, workers may additionally do beyond regular time or may fit at a better velocity below incentive plans and begin feeling worn-out for tomorrow. Low salary quotes additionally compel them to do some part time work after running hours. They won't be capable of face additional burden and therefore fall unwell main to lengthy absenteeism.

6) Inadequate Welfare Facilities:

Inadequate welfare centers additionally lead to absenteeism. There can be inadequate facilities for consuming water, sanitation, canteen, rest rooms, crèches etc. Workers experience inconvenience at paintings. They move back to their homes for having some rest.

7) Alcoholism:

The habit of alcoholism could be very not unusual among employees. They need to overlook their home worries through consuming alcohol. Drinking becomes their dependency and its hangover on day after today compels them to absent from work. Workers indulge in greater drinking after getting their wages and extra absenteeism is pronounced in these days.

8) Inadequate Leave Facilities:

The people do no longer get right facilities for getting to own family work. Since they are entitled for limited number of leaves, they do no longer visit work whenever they have got to attend to circle of relatives desires.

9) Absence of Housing and Transport Facilities:

Housing is a main trouble in towns and in the absence of business enterprise homes, workers both stay alone or at far off locations. Thus, quite frequently they ought to tour long distances to reach of the work place. Without organization shipping, they may be regularly not able to attain in time. Thus, housing and transport troubles bring about absenteeism.

10) Hours of work:



The long hours of work also affect the workers performance and as a result their sickness rate and absenteeism rate are increased.

Measures to control the absenteeism:

Absenteeism is controlled by the some of measures are as follows:

1) Proper Working Conditions:

Bad working conditions are the primary cause of absenteeism. The employees feel tired after a brief period of work if there is insanitation, noise, dirt, dampness, etc. There need to be right centers at work. There ought to be a provision of consuming water, canteen, relaxation places, bathrooms etc. In order that workers do now not sense tired at work vicinity.

2) Proper Selection Procedure:

Absenteeism may end result if there may be no proper recruitment and choice. When the employees aren't nicely desirable for the jobs then they will try to absent themselves. There should be aptitude training, intelligence assessments for locating out the suitability of humans for the jobs they may be being selected. When the process is suitable for the employee then he'll revel in work on it and will now not consider absenting himself.

3) Reasonable Wage Rates:

The wage rates ought to be fixed by way of deliberating the necessities of people. The wages have to be enough to enable workers in preserving affordable requirements of living.

4) Proper Grievance Settlement:

There have to be right complaint resolution equipment for the people. Sometimes there is a sense amongst workers that their issues aren't well appeared into and out of frustration they begin absenting from obligation. When there is a criticism settling equipment then the causes of unhappiness can be removed at the earliest.

5) Prevention of Accidents:

There ought to be right protection measures inside the manufacturing facility. There is an instantaneous courting between absenteeism and accidents. The people have to be knowledgeable for correctly the usage of machines and safety measures to be taken on the incidence of some accident. When workers are not fearful of accidents then they may not bypass their obligations.

6) Liberal Grant of Leave:

The strict mindset of control in granting depart may cause absenteeism. When there are pressing wishes for go away and control isn't responsive then employees will remain absent. They may try to get E.S.I. (Medical) leaves or half of pay wherein they're entitled up to 56 days depart in a year. Management have to be liberal in conceding depart whilst workers have authentic problems.

7) Cordial Relations at Work:



The strained family members between supervisors and employees may also prompt absenteeism. The supervisors must have co-operative attitude towards workers. They should inspire employees for enhancing their overall performance and must no longer take pleasure in frequent criticism.

8) Maintaining Discipline:

There have to be well laid leave policies and these ought to be nicely observed. If a few employees are inside the addiction of coming late or regularly absent from duty then strict motion ought to be taken in opposition to them. In the absence of such motion different personnel may be recommended to violate such policies and regulations.

9) Housing and Transport Facilities:

Provision of housing lodging, preferably close to the manufacturing facility and bus facility will make certain normal attendance of people.

10) Incentives:

Special bonus, cash prizes and first choice in promotion to regular employees promote staff to be ordinary of their number present.

11) Effective Supervision:

Supervisors can notably lessen absenteeism with the aid of incomes self belief and commitment of people. They ought to show sincere interest in employees and treat them as human beings.

12) Proper Records:

Detailed and up to date facts and figures of absenteeism should be maintained. Absenteeism above the predetermined degree should be cautiously analysed age wise, intercourse clever, month sensible and different basis. Suitable corrective actions should be taken every time vital.

Factors of employee absenteeism:

a. Age:

Younger employers step with the dearth of adulthood towards work they choose for absenteeism than in comparison to older employers.

b. Seniority:

Due to their revel in the employers come to realize about the surroundings one they get familiar to work then they doesn't choose to take leave.

c. Gender:

It is widely recognized to all of us that women wishes to attend to their circle of relatives and work, so if own family demands then ladies has to take absent from work.

d. Stress:



If the employers suppose that their supervisors are imposing time limits and too much of manual labor burden then company locate an excuse to capture depart for his or her work.

e. Work routine:

Working at the equal area for many years creates boredom and accordingly they will be in search to work in new thrilling domains.

f. Job satisfaction:

If the employers will now not get happy by using their work then they're extra possibilities for turning into absent.

g. Leadership style:

Number of surveys proved that leadership style that which managers put into practice have its impact on employers and as well as on company.

h. Transport and travel difficulties:

Transport and travel problems: The employers get tried by means of long distance journey to office and do no longer display any interest in the direction of the work.

Findings:

- Highest rate of employee absenteeism is observed in health care support occupations.

Suggestions:

- ✓ Bonus has to be provided for not used sick leave which motivates employers not to take leave.
- ✓ The departmental administrators ought to be in contact with every one of the laborers and chiefs to make solid workplace.
- ✓ Proper plan must be set up in the business that which accomplishes mechanical objectives.
- ✓ Cooperation with union representatives can be very helpful in attendance management.

Conclusion:

As labor is the most profitable resource for industry. Larger part of the representatives are absenting because of affliction and medical issues. Greater part of the representatives has said they are paid worth of their work. Larger part of the representatives has said that there is no strict activity against non-appearance. The majority of the laborers don't personal their senior in regards to their leaves. In spite of the fact that there are restrictions the individual division is taking extraordinary consideration to outline certain arrangements and techniques that would diminish non-appearance and increment the work turnover. Lion's share of laborers is confronting issues in first move the organization needed to make fundamental move to decrease the issues. Greater part of laborers never got



gratefulness for their promptness in the association. Along these lines, the administration must think upon this perspective.

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