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these measures can help to reduce employee absenteeism. Consider offering your staff the opportunity of working from home occasionally or extending flexitime. Include the rules in your disciplinary code and absenteeism policy and communicate the rules. Introduce incentive schemes to encourage employees to come to work. Make sure the incentives are directly linked to absenteeism and of reasonable value. 79. 79 80. 80 CONCLUSION Absenteeism is a total man-shifts lost because of absence as a percentage of total number of man-shifts scheduled to work. It is calculated using various rates such as Absenteeism rate, Frequency rate, and Severity rate. Absenteeism also affects the organization from multiple angles for which various measures are taken for controlling and minimizing absenteeism. The situation in the career development of both the individuals and the organization results in employee turnover. The rate of change in the employees of an organization during a definite period is external mobility. It is also known as external career. Thus it is the shifting of the employees into and out of the organization. 81. 81 82. 82 BIBLIOGRAPHY 1. Personal and Human Resource Management by P.Subba Rao. 2. Human Resource Management, Text and cases by V.S.P. Rao. 3. Employee Absenteeism 1980 Indian University. 4. John Treble, Tim Barnby June 2011 Workers Absenteeism and Sick pay. 5. Colette A. Frayne 1991 Reducing Employee Absenteeism through self management training. 6. Cooper, Donald R., Schindler, Pamela S. " Business Research Methods" by the McGraw-Hill Company New Delhi. 7. Mamoria, Dr. C.B., "Dynamics of Industrial Relations" by Himalaya Publishing House, Bangalore. WEBSITES www.Karagencies.com www.hr_survey.com www.wikipedia.com www.investopedia.com 83. 83 ANNEXURE 84. 84 QUESTIONNAIRE 1. Name: 2. SEX : a. Male : b. Female 3. Age: a) 20-25 c) 30-35 b) 25-30 d) 40 above 4. Monthly Income: a) 2600-2800 c) 3000-3200 b) 2800-3000 d) 3500 above 5. Marital Status: a) Single b) Married c) Widower 6. How is your work environment? a) Good b) Satisfactory c)Bad 7. Do you work overtime? a) Yes b)No 8. If Yes, how many hours on an average you work overtime? a) 1 hr b) 2 hr c) 3hr d) more than 3 hr 9. Are there adequate welfare facilities provided? a) Yes b) No 10.The pay offered in the company is competitive? 85. 85 a) Strongly agree b) No comments c) Agree d) Disagree 11. For what reason you take leave? a) Sickness b) Lack of interest in job c) Poor working conditions d) Long working hours e) Personal reasons 12. Motivation factors to improve employee's regularity: a) Good employee relationship b) Work condition c) Future prospectus d) Job responsibility e) Incentives/wage hike 13. Employees are happy with the health and safety measures of the company: a) Strongly agree b) Agree c) Disagree 14. How do you rate your relationship with your superior? a) Average b) Good c) Very good 15. Employees Absence on Personal Reasons: a) Attending Marriages and other functions 86. 86 b) Visiting Places c) Domestic problem d) Lack of Co-ordination among colleagues 16. In your opinion, how absenteeism can be controlled? a) Change in management style b) Change in work condition (Job rotation) c) Incentives/wage hike d) Develop attendance policy e) Better transportation facility f) Encouragement and appreciation g) Individual attention 17.How is your relationship with co-workers? a) Average b) Good c) Very good 18.Opportunity for personality development of employee: a) Very good b) Good c) Average 19.Do you agree that you know the value of the benefits offered? a) Strongly agree b) Agree c) No comments 20.Does the company regularly exchange ideas with employees? a) Strongly agree b) Agree c) No comments d) Disagree 87. 87 THANK YOU

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