

# A Study on Employee Absenteeism Jeppiaar Milk Product Pvt Ltd., Tiruvannamalai

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**Abstract:** The study entitled “**A STUDY ON EMPLOYEE ABSENTEEISM**” The main objective of the study is to identify the effectiveness of the performance appraisal system of **IEPPIAAR MILK PRODUCT PRIVATE LIMITED**. The study was undertaken with the sample of 70 which are chosen Random sampling Method; the data collected were analyzed with the help of percentage and chi-square analysis. It was observed from the analysis that most of the respondents were aware of the performance appraisal system and has the favorable opinion about the company current system of performance appraisal. The study was concluded suggesting further improving in the providing system.

## I. INTRODUCTION

Absenteeism is a habitual pattern of absence from a duty or obligation. Traditionally, absenteeism has been viewed as an indicator of poor individual performance, as well as a breach of an implicit contract between employee and employer; it was seen as a management problem, and framed in economic or quasi-economic terms. More recent scholarship seeks to understand absenteeism as an indicator of psychological, medical, or social adjustment to work.

### MEANING OF ABSENTEEISM

Employees' presence at work place during the scheduled time is highly essential for the smooth running of the production process in particular and the organization in general. Despite the significance of their presence, employees sometime fail to report at the work place during the scheduled time, which is known as “absenteeism”.

### DEFINITION OF ABSENTEEISM

Absenteeism is the failure of employees to report for work when they are scheduled to work. Employees who are away from work on recognized holidays, vacations, approved leaves of absence, or leaves of absence allowed for under the collective agreement provisions would not be included.

### REVIEW OF LITERATURE:

Wilmar b. Schaufeli (2010)<sup>1</sup> A study on “How change in job and resources predict burnout, work engagement and sickness absenteeism “Shows the present longitudinal survey among 201 telecom managers supports the Job Demands□Resources (JD□R) model that postulates a health impairment process and motivational process. As hypothesized, results of structural equation modelling analyses revealed that: (1) increases in job demands (i.e., overload, emotional demands, and work□home interference) and decreases in job resources (i.e., social support, autonomy, opportunities to learn, and feedback) predict burnout, (2) increases in job resources predict work engagement, and (3) burnout (positively) and engagement (negatively) predict registered sickness duration (“involuntary” absence) and frequency (“involuntary” absence), respectively.

Cohen and Golan (2010)<sup>2</sup> Excessive absence can seriously affect any organization and it might lead to high direct and indirect costs and low productivity. For example, in research, there is a loss of 3% of scheduled labor hours caused by unplanned absence. Moreover, many types of research have concluded that the low performance and high absenteeism of an employee gives an early indication for a turnover situation. Although it is a negative indicator, it could help business organizations and HR to search for more qualified alternatives before it occurs.

Becerra and Sabherwal (2011)<sup>3</sup> So, understanding the employees’ absence depending on the process of extracting meaningful information from the available data and information to help organizations to manage their business is known as knowledge management. KM is the new concepts that will lead the organizations into a new area or opportunities and advantages by combining the individuals’ knowledge and effort with the capabilities of the new technologies.

This research depends on the concept of KM to improve the organization management by understanding the absenteeism factors depending on the available data and information

### MEASURES TO MINIMIZE ABSENTEEISM

1. Following a proactive approach in identifying and redressing employee grievances.
2. Providing hygienic working conditions.
3. Providing welfare measures and fringe benefits, balancing the need for the employees and the ability of the organization.
4. Providing high wages and allowances based on the organizational financial position.
5. Improving the communication network, particularly the upward communication.
6. Providing leave facility based on the needs of the employees and organizational requirement.
7. Providing safety and health measures Providing cordial human relations and industrial relations.

### CAUSES OF ABSENTEEISM

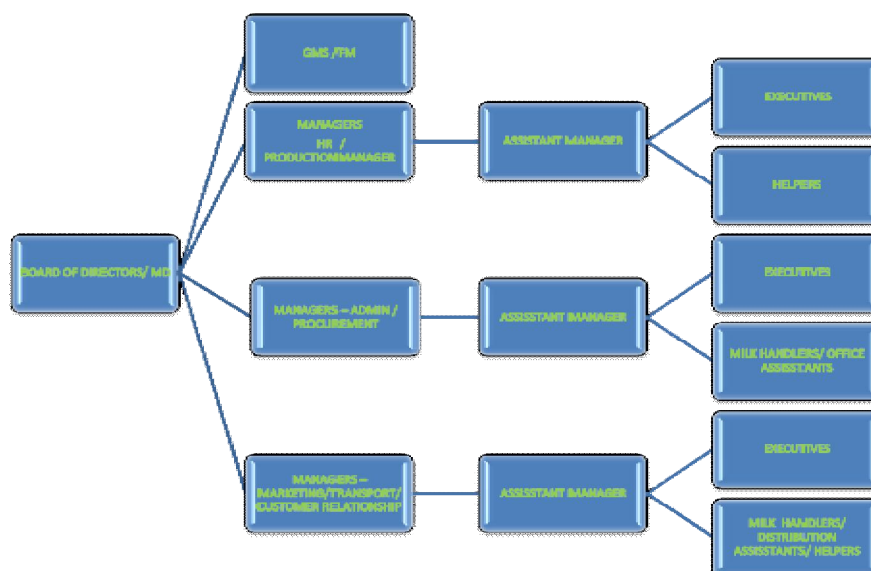
The causes of absenteeism include:

1. Serious accidents and illness
2. Low morale
3. Poor working conditions
4. Boredom on the job
5. Lack of job satisfaction
6. Inadequate leadership and poor supervision
7. Personal problems (financial, marital, substance, abuse, child care etc.)
8. Poor physical fitness
9. Transportation problems
10. The existence of income protection plans (collective agreement)
11. Benefits which continue income during periods of illness or accident.)
12. Stress
13. Workload
14. Employee discontent with the work environment
15. Inadequate nutrition
16. The availability of income protection plans

### TRENDS IN ABSENTEEISM

1. The higher the rate of pay and the greater the length of service of the employees, the fewer the absences.
2. As an organization grows, there is a tendency towards higher rates of absenteeism.
3. Women are absent more frequently than married employees
4. Single employees are absent more frequently than married employees

### ORGANISATION STRUCTURE



### SCOPE OF THE STUDY

- Each and every industry has a certain rate of absenteeism due to their own family circumstances and unavoidable circumstances they take leave. This will affect the productivity, growth and sales in the industry.
- To avoid this condition we can motivate the worker by taking classes on specific topic like motivation and providing leave benefits to the employees.
- To help the organization to reduce their job turnover.
- The study tries to find out solution to overcome absenteeism problem

## OBJECTIVES OF THE STUDY

- To study and analyze the impact of various factors on employee absenteeism in Same organizations
- To find out various reasons for employee absenteeism
- To find out the level of satisfaction of the employees overall management
- To find out whether absenteeism is more due to social & religious causes than ill health.
- To find out whether shift system has effect on absenteeism.
- To find out whether absenteeism has impact on routine work or not.
- To find out whether the employees are satisfied with their jobs and their job security
- To know about the opinion of employees regarding the organization’s environment

## RESEARCH METHODOLOGY

Research methodology is a way to systematically solve research problem. Research methodology is understood as a source of the study how to research is done scientifically. The various steps adopted by a researcher in studying the research problem along with the logic. The project work entitled “A study on employee absenteeism towards Jeppiaar Milk with special reference to Tiruvannamalai”.

### Research design

The research design constitutes the blue print for the collection, measurement and analysis of data. There are types of research design; they are exploratory research design, experimental research design and describe and diagnostic research design. The research had adopted descriptive research design for the study

### Source of data

#### 1. Primary Data

It was collected through questionnaire further this data, are processed and tabulated using graphs the tables where analyzed and the finding has been drawn accordingly.

#### 2. Secondary Data

It refers to a special kind of ratio, it is used to make comparison between two or more series of data, since the percentage reduce everything to a common base and there by allow meaningful comparison be made.

## CH-SQUARE TEST

A chi-square test is any statistical hypothesis test in which test statistic has a chi-square distribution when the null hypothesis is true, or any in which the probability distribution of the test statistic (assuming the null hypothesis is true) can be made to approximate a chi-square distribution as closely as desired by making the sample size large enough

Where

$O_i$  = Observed frequency,  $E_i$  = Expected frequency

## ANOVA TEST

$$\chi^2 = \sum_{i=1}^n \frac{(O_i - E_i)^2}{E_i}$$

Examination of change, or ANOVA, is a solid measurable method that is utilized to show contrast between at least two methods or parts through importance tests. It likewise shows us an approach to make numerous examinations of a few populace implies. The Anova test is performed by looking at two sorts of variety, the variety between the example implies, just as the variety inside every one of the examples. Beneath referenced recipe addresses one way Anova test measurements

F = Anova Coefficient, MST = Mean sum of squares due to treatment

MSE = Mean sum of squares due to error

$$F = \frac{MST}{MSE}$$

## DATA ANALYSIS AND INTERPRETATION - TABLE –I GENDER OF THE RESPONDENTS

GENDER	NO OF RESPONDENTS	PERCENTAGE (%)
Male	66	55.0%
Female	54	45.0%
Total	120	100.0%

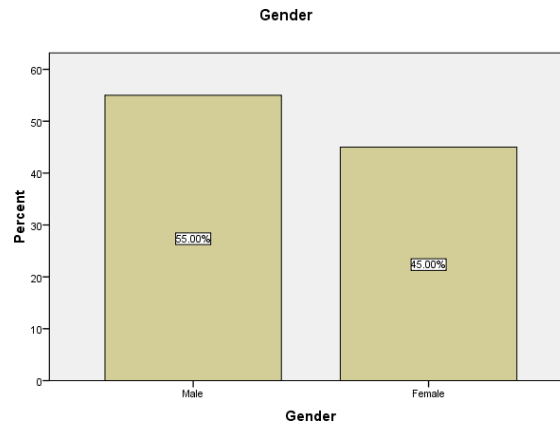
## INFERENCE

The above table shows that, 55% of the respondents are male and remaining 45% of the respondents are female respondents. It is Majority 55% of the respondents are male Person.

**TABLE- 2: THE TABLE SHOWING MARITAL STATUS OF THE RESPONDENTS**

MARITAL STATUS	NO.OF RESPONDENTS	PERCENTAGES
Married	95	79.2%
Unmarried	25	20.8%
Total	120	100.0%

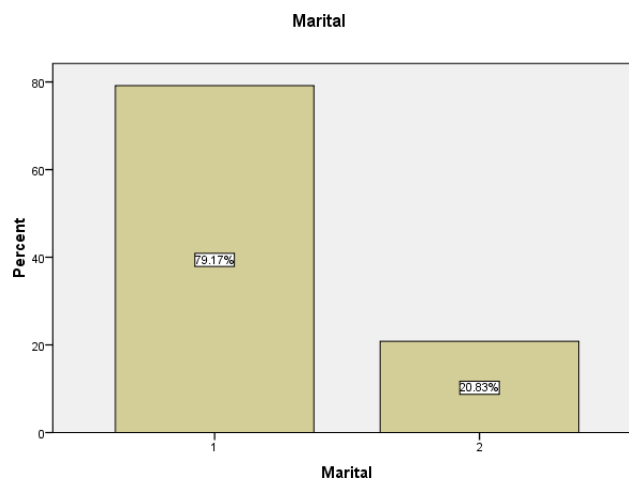
**CHART-1**



### INFERENCE

The above table shows that, 79.2% of the respondents are married person 20.8% of the respondents are unmarried category. It is Majority 79.2% of the respondents are married person.

**CHART-2**



### FINDINGS

- Majority 55% of the respondents are male Person.
- Majority 79.2% of the respondents are married person
- Majority 58.3% of the respondents are age group between 30-40 years
- Majority 35% of the respondents are Graduate
- Majority 45.8% of the respondents are monthly earning between Rs.5,000 to 10,000
- Majority 28.3% of the respondents are Below 1 year experience.
- Majority 50% of the respondents are Labour
- Majority 46.7% of the respondents are Absenteeism reason is Work load.
- Majority 41.7% of the respondents are said strongly agree for shift system

### SUGGESTIONS

- The organization can increase the leave benefits to avoid absenteeism
- Providing high wages and allowances based on the organization financial position which that will reduce absenteeism.
- Granting leave and financial assistance liberally in case of sickness of employees and his family members.
- Taking care of employees health, giving rest properly to employees in similarly the organization should reduce their workload also.
- Proper records of absence along with causes of absence should be maintained and analyzed to develop measures for controlling absenteeism.
- Most of the employees non aware if the authorized Earn, Casual, Medical leave. So it is a must to create awareness about the leaves among the employees.
- Employees must be motivated by incentive schemes base on their performance, which that will reduce absenteeism.
- Most of the workers are studied up to higher secondary level so it is a must to create awareness about work performance among the employees by their supervisors.
- Weekly meeting should be conducted for employees to educate the effects of absenteeism.
- Improve the bus facilities for interior places. So that the absenteeism will be reduced soon.

### **CONCLUSION**

Employees are the most worth asset of any Organization. Employee's presence at workplace during the scheduled time is highly essential for the smooth running of the production process in particular and organizational general. Nowadays many of the organizational are facing the problem of absenteeism. Absenteeism is a serious problem for a management because it involves heavy additional expenses. In case of Jeppiaar Milk there is only a limited workforce, so as absenteeism reduces the productivity, this will create a huge loss to the organization. All these problems with absenteeism leads. The findings reveal that the rate of absenteeism in the company is satisfied. The researcher found the major three factors personal, company related and general factors. Based on the study some recommendations are given. If it is implemented the problem of absenteeism could be reduce to a great extent

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