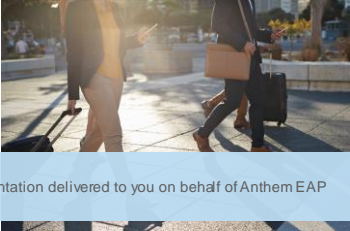


Importance of Showing Up to Work Attendance and Work Performance



A presentation delivered to you on behalf of Anthem EAP

AnthemEAP

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Objectives

- Learn the value of attendance
- Look at the impact in the workplace
- Cost of wasted time
- Impact on morale
- How to encourage your team
- Thoughts to consider
- Habits of those who show up on time

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Attendance

- Attendance is among the 10 most valued traits by employers
 - Getting to and starting your work on time
 - Completing your work on time
- Benefits:
 - Decreases everyone's overtime
 - Increases our work/life balance
- Challenge is that it may be seen differently by different generations

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Impact on the Workplace

- How does your not showing up affect your colleagues?
- How does your not showing up affect your customers or clients?
- How does your not showing up affect your boss?

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Impact to Our Business

- Every worker today is critical
- All of our work affects the bottom line
- Our contributions help our organization to stay in business
- Doing our work in a timely manner allows us to stay ahead of the competition
- Our timeliness affects our reputation and credibility at work
- Our reliability could affect our future career path and opportunities

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Employee Time Theft

An employee who costs you five minutes per day each week
= 2.8 days per year in lost time and productivity



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Effect on Morale

- Resentment from colleagues
- Clients may question the ethics of your employees
- It may be difficult and frustrating to get projects completed
- New and exciting projects are delayed
- Conflict rises

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How to Encourage Attendance at Work

- Have clear policies
 - Paid time off
 - Sick leave
 - Vacation policy
- Manage absenteeism in a timely manner
- Reward and recognize perfect attendance
- Establish clear consequences

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Tough Issues

Should you go in to work sick?

Do you go into work when you're feeling sick?

- If so, you join 90% of the respondents to a recent survey
 - 42% said they attend work very frequently when they are feeling sick
 - 33% of respondents said they always go to work when they aren't feeling well
- Reasons they gave:
- 54% said they had too much work to do
 - 40% said they didn't want to use their sick time

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Root Cause

Be willing to look at all the reasons an employee is not coming in on time or getting their work done on time:

- What is the morale of the office?
- Can you make it more fun?
- Can communications be improved?
- How are stressful situations handled?

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Why are People Late for Work?



- Childcare issues
- Car / transportation problems
- Sleep issues; not waking up or allowing enough time in the morning
- Traffic
- Weather
- Family issues
- House issues

How can you support your employees so they can get to work on time?

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Habits of Employees that Show Up on Time

- Get up when the alarm goes off, resist the temptation to use the snooze button
- Set your plan the day before
- Single task and complete tasks on time
- Recognize patterns and correct errors
- Seek out mentors or colleagues to help you stay on track
- Know your peak energy times

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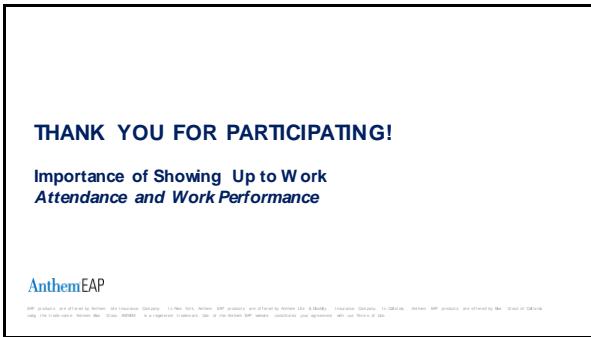
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