

# Analyzing the Causes and Effects of Employee Absenteeism in Polymechplast Machines Ltd

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**Abstract:** *The purpose of the investigation is to determine the impact of employee absenteeism on the organization. The paper includes the objectives, constraints, research methodologies, discoveries, recommendations, and conclusions. The data is gathered by utilizing both primary and secondary sources. The company's employees' responses are evaluated and interpreted using a variety of statistical tools that implement the percentage analysis method. This investigation offers a perspective on the extent to which an organization's productivity is reduced by employee absenteeism. The sample is composed of 100 individuals, out of a total of 120. The researcher devised the questionnaire in accordance with the study's objectives.*

**Keywords:** Organizational productivity, Employee engagement

## I. INTRODUCTION

Absentees are individuals who fail to attend scheduled employment for a variety of reasons. An absentee is an individual who consistently fails to attend employment, as defined by Webster's dictionary. The act or inclination to neglect employment is known as absenteeism. The Shimla Labor Bureau defines absenteeism shifts as the number of individuals who are absent from work. In other words, it represents an employee's consistent failure to report to work when they are scheduled to be present. An employee may choose to forgo their job-sanctioned leave if they have previously taken time off for which they are eligible or for any other reason. As a consequence, absences may be intentional, unauthorized, or the result of circumstances beyond one's control.

### Meaning

Importance Absenteeism is the act of failing to appear at work on time. Numerous legitimate reasons for absence, including personal illness or family concerns, can also be attributed to other factors, such as a lack of dedication to one's profession or a substandard work environment. A company's operations and, in the long term, its profitability may be adversely affected if these absences become frequent.

### Type of Absenteeism

Absenteeism Type the three categories of absenteeism are as follows:

#### Planned and Approved:

In the event that the employer has granted approval and the employee has intended to depart, the following are the circumstances.

#### Unplanned but Approved:

Absenteeism that falls under this category is inadvertent from the employee's perspective, as it is unanticipated by the employee but has been previously authorized by the employer.

#### Unplanned and Unapproved:

Nevertheless, the third category, which is unanticipated and unapproved, would require the employer to take drastic and forceful action in order to regulate. The first two categories are within their control.

**Following are the 8 types of Absenteeism:****Holidays:**

An employee may utilize holidays as a form of paid absence on an annual or monthly basis, depending on the company's policy. Holidays are available for both family gatherings and excursions. Certain organizations provide their personnel with leave of absence, which are classified as holidays. Despite the fact that each organization has its own unique policies and leave structure, the majority of multinational corporations offer 30 days of paid leave that are distributed throughout the year.

**Maternity or Paternity:**

The company limits the number of days that employees may take for maternity or paternity leave. The duration may differ based on the organization. Paternity absences are considerably shorter than maternity leaves. This form of absence is advantageous for female employees of the organization. They are entitled to a maximum of six months of maternity leave. Certain organizations permit their personnel to conduct business from their residences during this time. According to company policies, paternity leave is typically granted for a duration of one day to one week. Employees may extend these paid organizational absences with the employer's approval.

**Work from home:**

Employers frequently authorize their employees to operate remotely. This service is accessible to employees for a predetermined number of days, during which they are permitted to work from home and receive full payment. Absenteeism is the classification to which the employee belongs, as they are only partially absent from the workplace.

**Sick Leave /Accident:**

Contracting an illness is an unforeseen event that affects all employees. The majority of sick days are compensated time off, and each organization has a predetermined number of authorized days. Firms must remain flexible as long as employees are not fully recovered, as employees typically do not prepare for illness.

The number of sick days that an employee takes is not monitored by international corporations, as the duration of illnesses can vary from one day to one year, depending on their severity. An catastrophe is a unique type of unwell time. Adverse circumstances, such as accidents, may be encountered by employees who travel for work. Accident recovery may necessitate an extended period of time, and in certain instances, it may even require years. The majority of organizations will reimburse an employee's expenses in the event of an accident that occurs at work or while traveling for business. The laborer is compensated by other enterprises through insurance. The business is the sole entity with the authority to decide whether to retain the employee or request their resignation in response to a long-term illness or catastrophe.

**Bereavement:**

In the event of the demise of a member of their family, the employee may utilize this form of absence. Companies that offer bereavement absences are exceedingly scarce; they may range from one day to several days. It is a permissible method of unexpected absence.

**Disengagement:**

When employees develop a negative attitude toward their occupations, they become disengaged. This pertains to the deed of actively disengaging. The personnel are not interested in the organization's operations. For the majority of organizations, employee disengagement is a substantial obstacle. In an effort to alleviate this disengagement, organizations must implement an array of incentives, including recognition and rewards for their employees. The strategy of designating labor that is in accordance with the interests of employees must be implemented by organizations. The second form of disengagement is passive disengagement, which occurs when employees experience a loss of concentration during work as a result of factors that are beyond their control. Personal concerns, familial maladies, or family matters may induce passive disengagement. Numerous organizations have implemented employee counseling facilities to encourage the candid discussion of personal concerns and the provision of assistance in the pursuit of resolutions.

**Overworking:**

Numerous employees frequently overwork themselves due to both financial and non-financial factors. Non-financial motivations may involve the desire to improve one's current performance at work in order to retain employment or persuade the employer, while financial motivations may involve the necessity for money to support a family or fulfill

personal requirements.  
In order to preserve their positions, maintain their compensation, and exhibit their effectiveness, employees are required to work twice as many hours as they typically do. That will only be feasible after overworking, which ultimately results in stress and intentional long-term absenteeism.

**Personal Reasons:**

Each individual is unique, as are all human beings and laborers. The personal motivations of other employees may differ from those of a single employee. Workplace maltreatment and melancholy are among the personal factors that can disrupt an individual's work-life equilibrium. Absenteeism among employees is further exacerbated by depression. Depression may be the consequence of personal or work-related factors that are readily apparent in an employee's behavior.

## **II. LITARETURE REVIEW**

**Harish K. Padmanabhan (2019):**

Employee Absenteeism, a persistent and substantial issue, has a substantial impact on the organization's success. Attendance at work guarantees a dedication to enhancing the organization's efficiency and effectiveness in human resource management, as well as a dedication to generating high-quality output. Absenteeism is a workplace issue that is detrimental to both employers and employees. It is unexpected in nature. Absenteeism has repercussions that extend beyond the confines of an organization. The objective of this essay is to pinpoint the root causes of absenteeism and propose potential solutions.

**Assistant Prof. Pinkal Doshi (2020):**

Absenteeism is a common occurrence in Indian industries. This critical issue requires the urgent attention of both employers and employees. Absenteeism is a consistent pattern of disregarding a task or obligation. It is inaccurate to presume that absenteeism is always the result of indolence or individuals who intentionally avoid work whenever possible. The purpose of this essay is to elucidate a diverse array of absenteeism-related issues, such as personal issues, inadequate welfare provisions, occupational maladies, poor production planning, and poor working conditions. Additionally, strategies for decreasing employee absenteeism in the Indian manufacturing sector are identified in this investigation.

**Ms. J. Pavithra and Magdalene Peter (2017):**

The purpose of this investigation, A Study of Employee Absenteeism, was to evaluate the performance of the employees, as well as their salaries, facilities, training programs, and promotions. The research's objectives, constraints, firm profile, research methodology, findings, recommendations, and conclusions are all included. The acquisition of primary and secondary data has provided the investigation with the necessary information. The company utilizes a variety of statistical tools, including percentage analysis, Chi square analysis, and weighted average approaches, to analyze and evaluate the responses of its employees in order to improve organizational productivity and growth. The article includes 120 individuals, with a total population of 656. The primary data is collected using the questionnaire survey approach. The researcher devised the questionnaire in accordance with the study's objectives. Weighted average, percentage analysis, and chi-square are among the data analysis instruments.

## **III. RESEARCH METHODOLOGY**

The research methodology refers to the study plan that was implemented. The purpose of this chapter is to focus on the research methodology and the procedures and methodologies that were implemented during the investigation. The chapter's outline encompasses the research problem, objectives of the study, hypothesis to be tested, related methodology, instruments and procedures, study population, selection strategy, sample size, and data collection and analysis techniques.

**Problem Statement:**

The organization continues to incur expenses as a result of excessive absences, regardless of whether they are compensated. The task of management in meeting delivery deadlines is further complicated by the generation of work schedules by workflow irregularities and delays.

**Types of Research:**

During the investigation, descriptive research methodology was employed. Primary and secondary sources of information were employed in the data compilation.

**Primary Data:**

In-person interviews with employees and a structured questionnaire method were employed to gather the primary data.

**Secondary Data:**

The secondary data was gathered by consulting a variety of online websites, papers, and publications that are relevant to employee absenteeism.

**Objectives of the study:**

1. To examine the effects of employee absence on an organization.
2. Provide appropriate suggestions for decreasing absenteeism.
3. To determine the cause of the absence.
4. To determine the extent of employee absenteeism.

**Design of the Study**

The research design is a comprehensive approach that is employed to conduct research. It establishes a clear and logical strategy to explore predetermined research questions through the accumulation, interpretation, analysis, and discussion of data. The descriptive research technique has been chosen for this investigation.

**Sample Design**

A sample design is a well-established method for selecting a sample from a specific population. It pertains to the methodology or procedure that the researcher would employ when selecting the products for the sample.

**Population:**

The company employs 120 individuals.

**Sampling Size-**

This investigation utilized a sample of 100 employees.

**Survey Method-****Limitations of the Study:**

Convenient Sampling Methodology In the present investigation, absenteeism is confirmed in a solitary study unit. As a result, the conclusions derived from the study may not be applicable to other sectors or to analogous enterprises. The time constraint substantially limited the investigation.

Time factor was one of the main limitations of the study.

- I. The process of gathering all the necessary information within a 15-day timeframe was challenging.
- II. The vast majority of employees were not apprehensive of the generalities and terminology, which is why the questionnaire completion process consumed such a significant amount of time.
- III. The respondents were reluctant to articulate their opinions candidly. Consequently, the response was somewhat harmed. This may influence the conclusions in a specific manner.

**Factors Relevant to Absenteeism:**

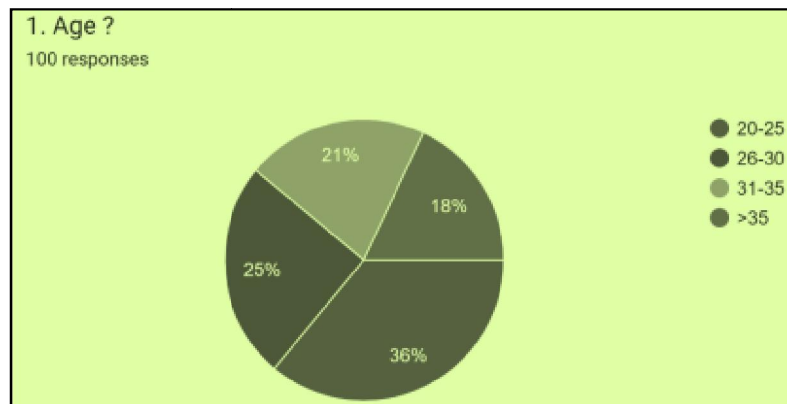
The incidence of absenteeism is influenced by the following factors, either directly or indirectly.

1. Respondents' Age
2. Working Conditions
3. Compensation and Expenditure
4. Comprehending operational protocols
5. Relationship with The Superior and Colleagues
6. Policy for Structured Employees
7. Employee Engagement Activity
8. Work Type: Monotonic/Job Rotation

**IV. DATA ANALYSIS****DOI: 10.48175/568**

**Table1: Table Showing Age Group of Employees**

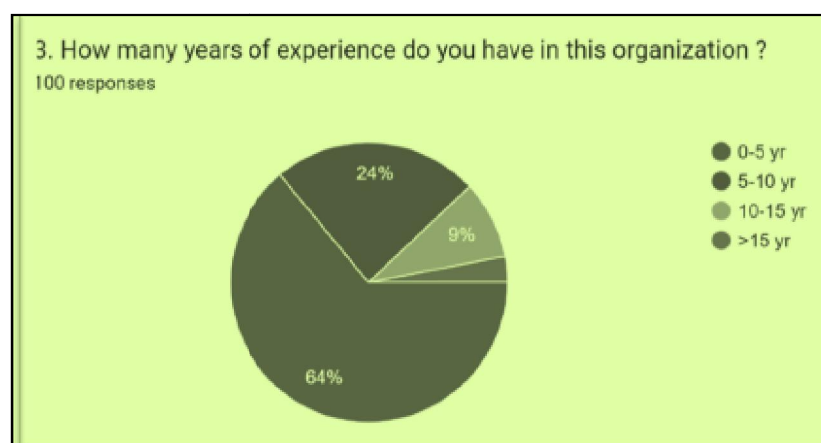
Parameters	Respondents	Percentage
20-25Years	36	36%
26-30Years	25	25%
31-35Years	21	21%
More than 35	18	18%



The aforementioned figure indicates that 36% of the employees who participated in the survey are between the ages of 20 and 25, 25% are between the ages of 26 and 30, 21% are between the ages of 31 and 35, and 18% are over the age of 35.

**Table 2: Table Showing Experience of the Employees**

Experience	Respondents	Percentages
0-5years	64	64%
5-10years	24	24%
10-15years	9	9%
Morethan15years	3	3%



From the aforementioned figure, it can be deduced that 64% of respondents have 0 to 5 years of experience, 24% have 5 to 10 years of experience, 9% have 10 to 15 years of experience, and 3% have over 15 years of experience in the organization.

**Table 3: Table showing relationship of employees with superior**

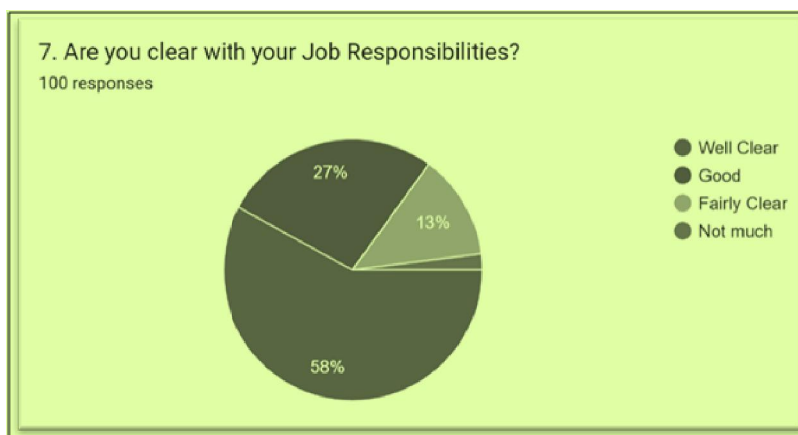
Opinion	Respondents	Percentage
Highly Satisfied	27	27%
Satisfied	53	53%
Neutral	15	15%
Dissatisfied	5	5%



The figure above indicates that 27% of respondents are highly satisfied with their superior, 53% are satisfied with their superior, 27% are ambivalent with their superior, and 5% are dissatisfied with their superior.

**Table 4: Table showing the clarity of employees about their job responsibilities.**

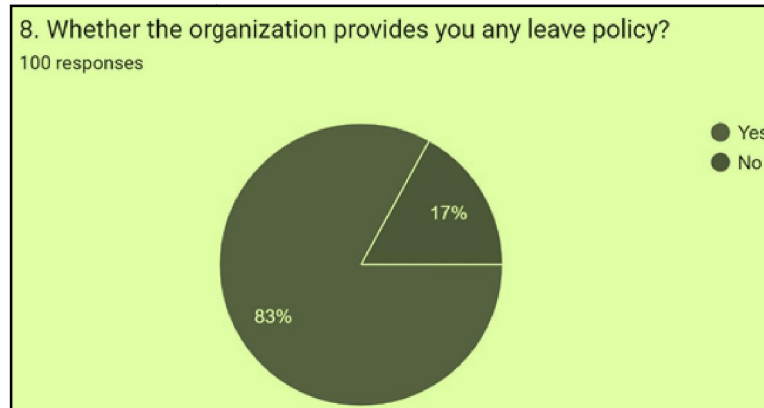
Opinion	Respondents	Percentage
Well Clear	58	58%
Good	27	27%
Fairly Clear	13	13%
Not much	2	2%



From the aforementioned figure, it is evident that 58% of respondents are exceedingly clear about their job responsibilities, 27% are exceedingly clear, 13% are fairly clear, and 2% are not exceedingly clear.

**Table 5: Table showing data related to leave policy.**

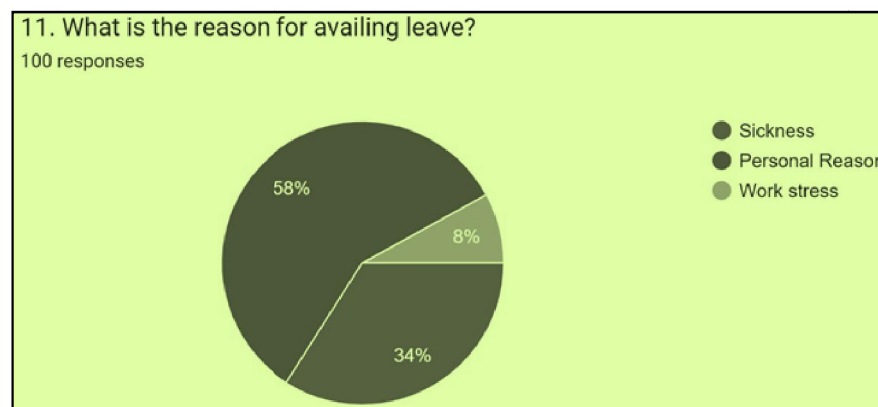
Opinion	Respondents	Percentage
Yes	83	83%
No	17	17%



The aforementioned figure indicates that 83% of respondents are in agreement with the organization's provision of a leave policy, while 17% of respondents are not in agreement.

**Table 6: Table showing types of leaves organization provides.**

Reason	Respondents	Percentage
Sickness	34	34%
Personal Reason	58	58%
Work Stress	8	8%

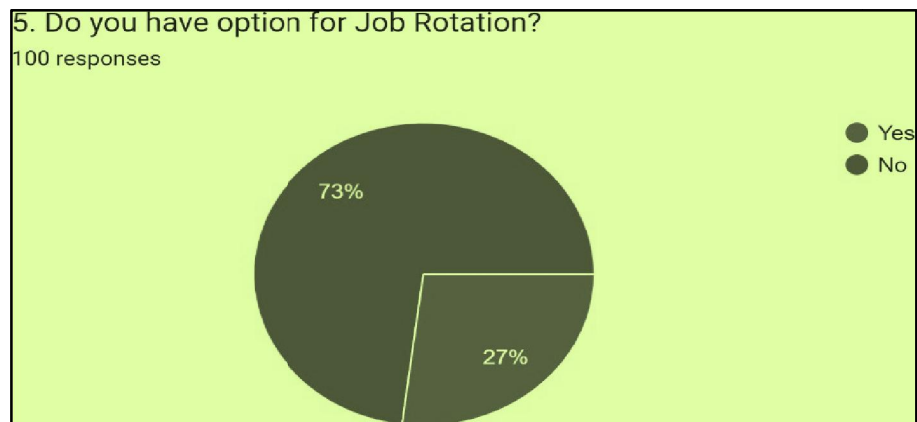


According to the aforementioned figure, 34% of respondents are citing sickness as the reason for their leave, 58% are citing domestic reasons, and 8% are citing work tension as the reason for their leave.



**Table 7: Table showing data related to job rotation.**

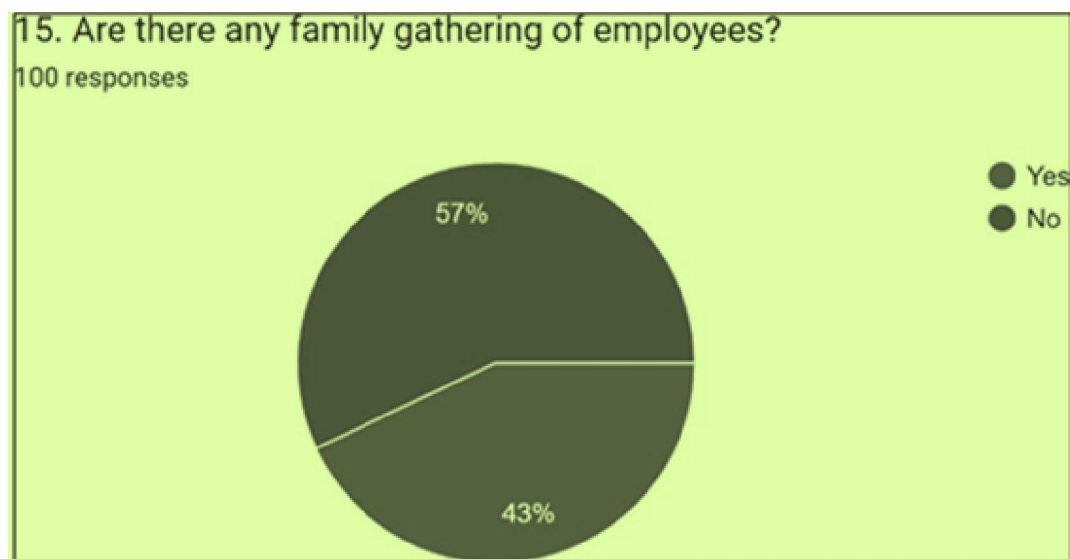
Opinion	Respondents	Percentage
Yes	27	27%
No	73	73%



From the aforementioned figure, it is evident that 27% of respondents indicate that their organization offers job rotation opportunities, while 73% of respondents indicate that they do not.

**Table 8: Table showing about family gathering of employees.**

Opinion	Respondents	Percentage
Yes	43	43%
No	57	57%



From the aforementioned figure, it is evident that 43% of the respondents indicate that the organization has family gatherings for its employees, while 57% of the respondents indicate that there are no family gatherings.



**Primary Data Analysis:-****RESPONSE ANALYSIS**

Sixty percent of the respondents are between the ages of twenty and thirty.

Monotonous work is performed by 54% of respondents.

73% of the respondents do not have the option of job rotation.

58% of the respondents' saved were due to personal reasons, while 34% were due to illness.

Of the total, 53% have a positive relationship with their superior.

Sixty-four percent of the respondents have been employed by an organization for less than five years.

**Secondary Data Analysis**

Due to the fact that the majority of employees are employed on a temporary basis and complete their education, they are more likely to be absent.

The absence of time for personal needs and recreation as a result of work pressure motivates them to take leave.

Their absence was caused by their over qualification and mismatch with the job position, which resulted in a lack of interest in work.

Factors of work life that contribute to absence:

The absence of employees is a result of the difficulty and exhaustion of their work, which results in elevated stress levels.

The majority of them believe that they are being underpaid due to the perception that other companies provide them with more favorable compensation for the same qualifications.

**V. SUGGESTIONS**

By establishing partnerships with educational organizations and occasionally conducting seminars and training programs, the organization can offer its employees assistance and support.

The organization may facilitate employee gatherings or peer groups at the conclusion of each month.

Cultivate a work environment that is both unifying and cooperative.

Alert of any issues that may impact hand attendance or performance.

Foster open and two-way communication among directors, administrators, and employees.

Department meetings that are regularly scheduled are an excellent method for not only hearing firsthand comprehensions and enterprises, but also for communicating organizational objectives.

Familiarize yourself with the community programs that employees participate in and provide support when necessary (e.g., financial or connubial comforting).

Encourage staff members to be mindful, committed, and engaged in all circumstances.

Establish a comprehensive and collaborative nonstop enhancement program that is implemented throughout the association.

Workers should be provided with training to enhance their capabilities and adjust their workstations accordingly.

By advocating for an appropriate reclamation and selection process, it is possible to mitigate the extent of absenteeism by eliminating campaigners who are susceptible to becoming habitual absentees.

**VI. CONCLUSION**

The subsequent conclusion was reached after the data from the responses and research paper was analyzed. It has been noted that the service industry should exercise extreme caution when recruiting employees. In order to ensure that employees are able to work effectively and efficiently, the organization should not solely focus on completing tasks or achieving objectives. Rather, it should provide employees with opportunities for recreation and enjoyment. Given that this organization is expanding swiftly, it is imperative that its employees are content with their compensation and salary. In an effort to mitigate absenteeism, the organization may implement the recommendations provided above. The majority of the employees at this location are between the ages of 20 and 30, which means that they will prefer to socialize with their friends or family on the weekends. Consequently, the company can free them up on Saturdays.

That brings us to the conclusion of our guide to workplace absenteeism. The causes of absenteeism are numerous, and the repercussions are equally numerous. The critical factor is that absenteeism is rarely a singular occurrence. This is

frequently the result of additional factors, including employee perceptions of being disregarded by management, a disagreeable organizational culture, poor management, or other factors.

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