

From Documentation to Discipline: Control Unscheduled Absences with Proper Attendance Tracking

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Welcome!

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- All attendees will receive a link to the presentation and slides in a follow up email

What We'll Cover

- The cost of excessive, unscheduled absenteeism
- Why companies should track attendance
- The do's and don'ts of attendance tracking
- Employee leave laws that impact attendance
- Compliance pitfalls with incomplete recordkeeping
- Demo of a cost-effective solution for easy tracking

The Cost of Unscheduled Absenteeism

Did You Know?

Nearly 15% of companies report using **no method** to track employee attendance.

2017 HRdirect survey

The Impact of Absenteeism on Small Businesses in the U.S.

Defining Absenteeism

Two types: Planned and unplanned

- Planned absences consist of vacation or personal time/PTO
- Unplanned absences can include arriving to work late, leaving early, taking long lunches, calling in sick or simply not showing up at all

Did You Know?

According to Absenteeism: The Bottom-Line Killer by Circadian:

Unscheduled absenteeism costs roughly \$3,600 per year for each hourly worker and \$2,650 each year for salaried employees.

Additional Consequences

- Lower morale due to increased workloads
- Frustrated managers and supervisors
- Loss of productivity and missed deadlines
- Reduction of services
- Negative word-of-mouth by unhappy customers
- Decreased product quality
- Increased risk for on-the-job injury due to fatigue
- Employee turnover

Legally Protected Employee Leave

Family and Medical Leave Act

The FMLA applies to private employers with 50 or more employees, and to public agencies of all sizes. FMLA requires covered employers to provide eligible employees with up to 12 weeks of unpaid leave for:

- A birth, adoption or placement of a foster child
- To care for a close family member with a serious health condition
- To care for or an employee's own serious health condition
- To care for a covered family service member/veteran with a serious injury or illness

Americans with Disabilities Act

- The ADA applies to companies with at least 15 employees
- It requires employers to consider making accommodations for individuals with a disability
- A disability could mean anything from a sleep disorder or depression to a chronic disease
- In some cases, an extended leave of absence may be required

Pregnancy Discrimination Act

- The PDA applies to employers with 15 or more employees
- Prohibits discrimination against pregnant applicants and employees
- Requires you to apply the same rules and benefits for pregnancy-related absences as available for other medical absences

USERRA

Uniformed Services Employment and Reemployment Rights Act requires both private and public employers to provide employees with leave to serve in the military. USERRA also requires:

- Employers to reinstate employees returning from military leave
- Grant seniority and applicable benefits to returning members
- Train or otherwise qualify employees returning from military duty

Title VII of the Civil Rights Act

Under Title VII, employers have a duty to accommodate the religious activities of employees.

- This may include allowing time off for certain holidays or religious practices
- Employers are not required to make religious accommodations if they pose an undue hardship on the business

State and Local Laws

Many states, cities and local governments have laws that differ from federal law. They may, for example:

- Apply to smaller employers
- Have less stringent requirements
- Provide longer leave periods
- Expand the definition of serious health condition
- Apply to individuals other than immediate family
- Require paid leave instead of unpaid leave
- Provide leave for certain activities, such school events

Other Protected Absences

- Birth, adoption or becoming a foster parent
- Medical or health-related issues
- Caring for a sick relative, partner or service member
- Workers' compensation injury or proceedings
- Donating blood, an organ or bone marrow
- Religious holiday or practice
- Military service obligation
- Jury duty or witness responsibilities
- Voting in an election
- Certain volunteer work (e.g., firefighter or disaster recovery)
- Attending a child's school activities

The DO's (and DON'Ts) of Attendance Tracking

Attendance Tracking DO's

- **DO have a written policy:** A well-developed attendance policy should set clear expectations for employees and get them on the same page with management.
- **DO spell out the consequences:** Your attendance policy should inform employees when chronic lateness and absenteeism are cause for discipline.
- **DO get employee acknowledgment:** Have your employees acknowledge receipt of the policy.
- **DO record and code every absence and tardy:** This will allow you to identify troubling patterns and keep track of legally protected leave.

Attendance Tracking DON'Ts

- **DON'T be inconsistent:** Treat similar employees in a similar fashion.
- **DON'T ignore problems:** Document and address them in a timely manner.
- **DON'T skimp on the details:** Your written warnings should be specific and include essential information.
- **DON'T overlook employee acknowledgment:** Your employee should sign and date the warning. If they refuse, have a witness sign instead.

Control Unscheduled Absenteeism
with the right tool

Attendance Calendar Smart App



Attendance Calendar Smart App Recap

- \$60 per year – unlimited employees
- No downloads or installs – web-based
- Over 25 absence codes to use or create your own absence codes
- Allows for manager/supervisor permissions
- Print with one-click
- Experienced customer success specialists
- Seamless integration with other apps across platform

HR Solutions



AVAILABLE NOW:



Employee
Records



Job
Application



I-9 & W-4



Attendance
Calendar



Time Off
Request



Progressive
Discipline



Poster Guard 1

COMING SOON:



Applicant
Tracking



Company
Policies



Harassment
Training

For more information visit: www.hrdirectapps.com

Questions



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