

# High Sick Leave Consumption Louisville Free Public Library



KPI Owner: Belinda Catman

Process: Sick Leave Management

Baseline, Goal, & Benchmark	Source Summary	Continuous Improvement Summary
Baseline: FY 2010-2012 Avg = 43 Goal: Reduce high sick leave consumption to 40 employees by June 30, 2015.  Benchmark: 9% LMG Top Quartile May2015	Data Source: Payable Time Peoplesoft  Goal Source: Scope Summary  Benchmark Source: OPI sick leave study	Plan-Do-Check-Act Step 8: Monitor and diagnose  Measurement Method: # of employees who used 9 or more out of 12 sick <sup>1</sup> days in a 12 month period; rate calculated by dividing by total employees  Why Measure: Promote a culture in which sick time is used appropriately  Next Improvement Step: Continue monitoring new leave policy.

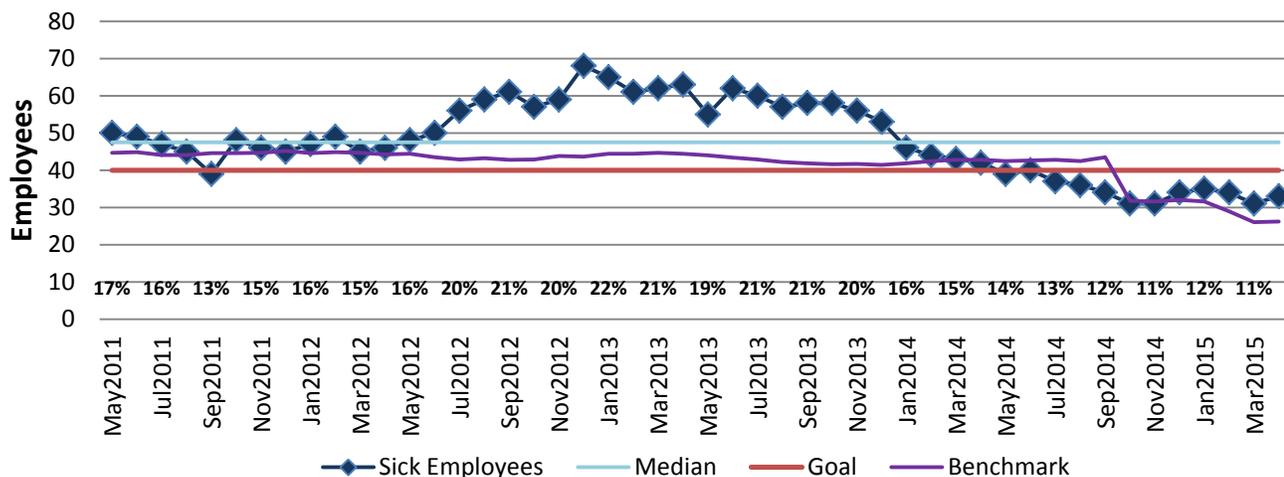
## How Are We Doing?

May2014-Apr2015 12 Month Avg Goal	May2014-Apr2015 12 Month Average		Apr2015 Goal	Apr2015 Actual	
<b>40</b>	<b>35</b>		<b>40</b>	<b>33</b>	
Employees	Employees		Employees	Employees	

## High Sick Leave Consumption



Good



**Root cause analysis is not necessary because there is no gap between the goal and current performance.**

<sup>1</sup>A "day" is typically defined as standard hours per week divided by 5 unless otherwise stated in a union contract