

High Sick Leave Consumption Office of Management & Budget



KPI Owner: Daniel Frockt

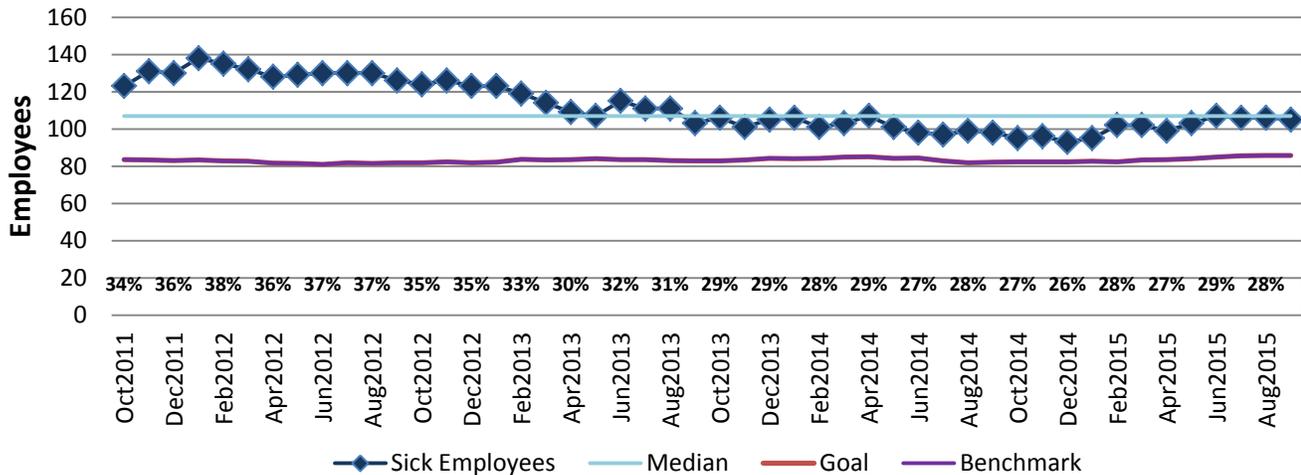
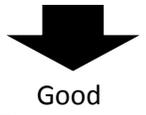
Process: Sick Leave Management

Baseline, Goal, & Benchmark	Source Summary	Continuous Improvement Summary
Baseline: FY15 (July2014: 91 employees) Goal: 23% of total opportunities Benchmark: 11% LMG Top Quartile Oct2014	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 ¹ 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 to monitor and diagnose

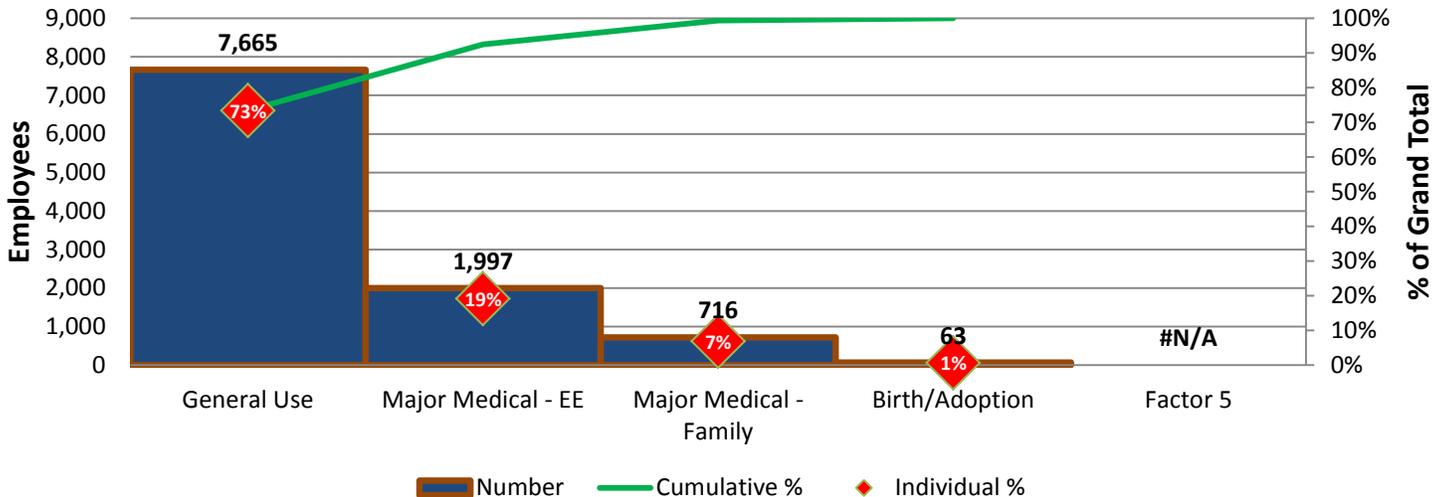
How Are We Doing?

Oct2014-Sep2015 12 Month Avg Goal	Oct2014-Sep2015 12 Month Average		Sep2015 Goal	Sep2015 Actual	
84	101		86	105	
Employees	Employees		Employees	Employees	

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Oct2014-Sep2015 Pareto Analysis



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