

High Sick Leave Consumption Kentuckiana Works



KPI Owner: Cindy Read

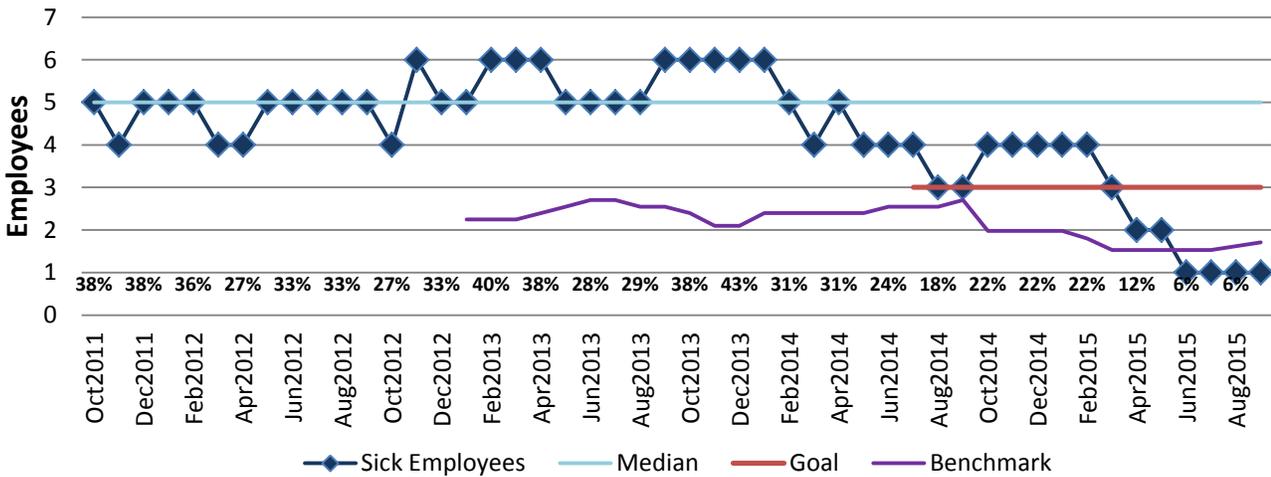
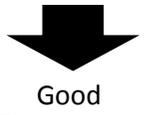
Process: Sick Leave Management

| Baseline, Goal, & Benchmark | Source Summary | Continuous Improvement Summary |
|--|--|--|
| Baseline: Calendar Year 2013, 6 Avg. Employees Goal: Compared to a baseline of six employees, reduce the number of employees with high sick leave consumption to three in July 2015-June 2016 Benchmark: 9% LMG Top Quartile Oct2015 | Data Source: Payable Time Peoplesoft Goal Source: Scope Summary Benchmark Source: OPI sick leave study | Plan-Do-Check-Act Step 3: Determine and quantify root causes 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: TBD |

How Are We Doing?

| Oct2014-Sep2015 12 Month Avg Goal | Oct2014-Sep2015 12 Month Average | | Sep2015 Goal | Sep2015 Actual | |
|--------------------------------------|-------------------------------------|--|--------------|----------------|--|
| 3 | 3 | | 3 | 1 | |
| Employees | Employees | | Employees | Employees | |

High Sick Leave Consumption



Root cause analysis is not necessary because the department's overtime hours are less than 2 % of Louisville Metro Government's total overtime hours.

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