

High Sick Leave Consumption Codes & Regulations



KPI Owner: Debbie Howell

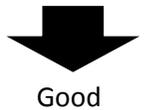
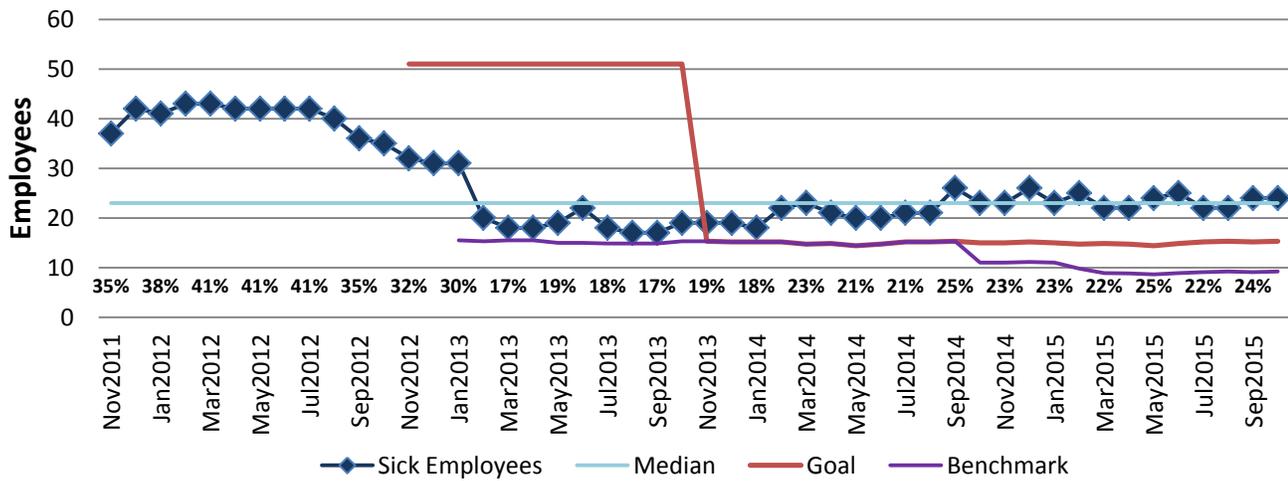
Process: Sick Leave Management

Baseline, Goal, & Benchmark	Source Summary	Continuous Improvement Summary
Baseline: FY13 Monthly Average: 39 employees Goal: Reduce the number of employees with high sick leave consumption to no more than 15% of the total number of Codes and Regulations employees Benchmark: 9% LMG Top Quartile Oct2015	Data Source: Payable Time Peoplesoft Goal Source: Department Leadership Team 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 days ¹ 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 council high sick leave consumers.

How Are We Doing?

Nov2014-Oct2015 12 Month Avg Goal	Nov2014-Oct2015 12 Month Average		Oct2015 Goal	Oct2015 Actual	
15	24	⬇	15	24	⬆
Employees	Employees		Employees	Employees	

High Sick Leave Consumption



The seven basic quality tools, "5 Whys" technique, brainstorming and other methods will be applied to the measure graphed above. The purpose of using the tools/methods is to understand what makes performance less than desirable if performance is not best in class.

Due to some employees working 10 hour shifts, if the data was calculated by Days instead of Hours 19 employees would be on the High Sickleave Consumption List.

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