

# High Sick Leave Consumption Human Relations Commission



KPI Owner: Dinisha Calhoun

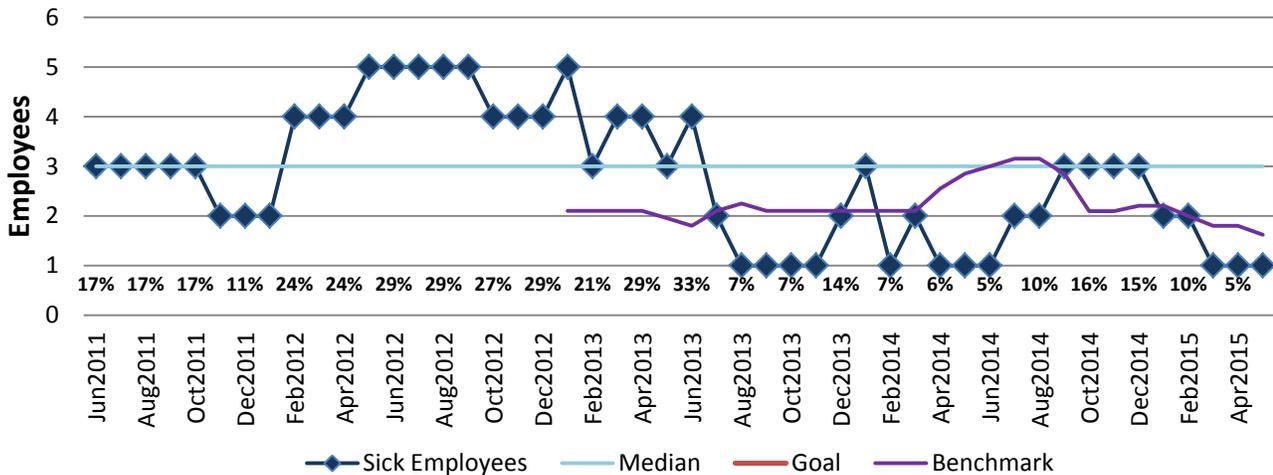
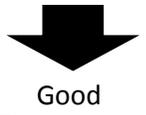
Process: Time & Attendance

Baseline, Goal, & Benchmark	Source Summary	Continuous Improvement Summary
Baseline: FY14=17 employees or average of 1.4 Goal: TBD  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 1: Define the problem  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: Select an appropriate goal

### How Are We Doing?

Jun2014-May2015 12 Month Avg Goal	Jun2014-May2015 12 Month Average		May2015 Goal	May2015 Actual	
<b>TBD</b>	<b>2</b>		<b>TBD</b>	<b>1</b>	
<b>Employees</b>	<b>Employees</b>		<b>Employees</b>	<b>Employees</b>	

## 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.**

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