

High Sick Leave Consumption Air Pollution Control District



KPI Owner: Michelle King

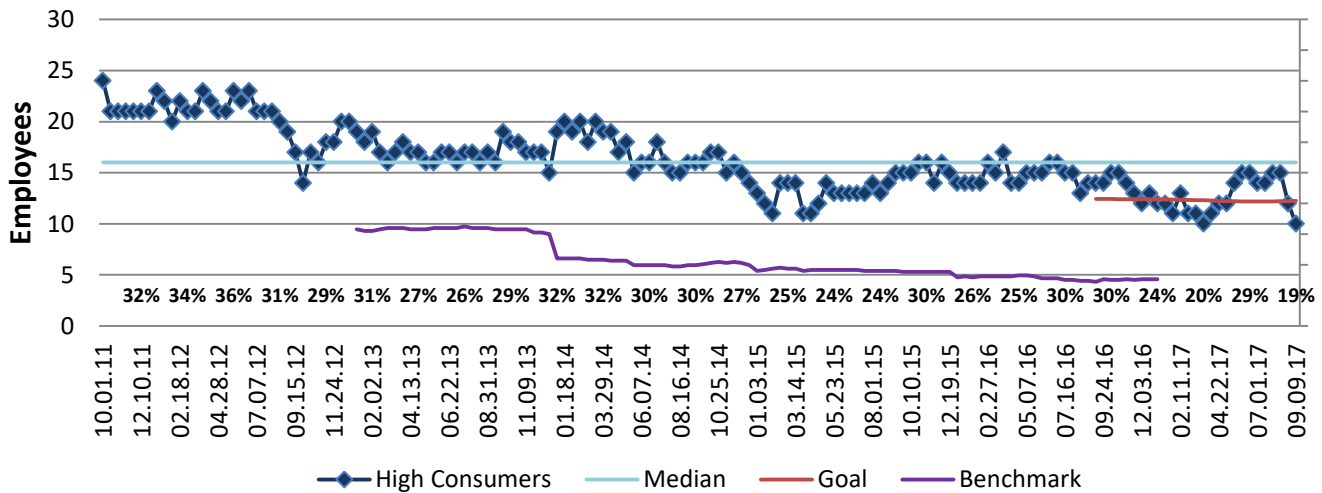
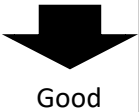
Process: Sick Leave Management

Baseline, Goal, & Benchmark	Source Summary	Continuous Improvement Summary
Baseline: CY 14; avg. 21 employees; 36% Goal: Reduce baseline to 24% in 2017 Benchmark: 7.47% LMG Top Quartile 05/07/16	Data Source: Payable Time Peoplesoft Goal Source: Scope Summary Benchmark Source: Enterprise KPI Report	Plan-Do-Check-Act Step 8: Monitor and diagnose Measurement Method: # of employees who used 9 or more out of 12 sick 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: Refresh employees sick leave use policies. Reinforce supervisor and manager training.

How Are We Doing?

09.27.15-09.09.17 Rolling 52wk Avg Goal	09.27.15-09.09.17 Rolling 52wk Avg		09.11.16-09.09.17 Goal	09.11.16-09.09.17 Actual	
12	13	⬇	12	10	⬆
Employees	Employees		Employees	Employees	

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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.