

High Sick Leave Consumption Public Health & Wellness



KPI Owner: Chief of Staff

Process: Sick Leave Management

| Baseline, Goal, & Benchmark | Source Summary | Continuous Improvement Summary |
|---|--|---|
| <p>Baseline: FY12 - 45% (115) of total employees</p> <p>Goal: Reduce the number of employees with high sick leave consumption to no more than 20% of the total number of Public Health and Wellness employees by June 30, 2015.</p> <p>Benchmark: 8.72% LMG Top Quartile 12/19/15</p> | <p>Data Source: Payable Time Peoplesoft</p> <p>Goal Source: Scope Summary</p> <p>Benchmark Source: Enterprise KPI Report</p> | <p>Plan-Do-Check-Act Step 8: Monitor and diagnose</p> <p>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</p> <p>Why Measure: Promote a culture in which sick time is used appropriately</p> <p>Next Improvement Step: Collect data on explanatory factors associated with sick leave usage</p> |

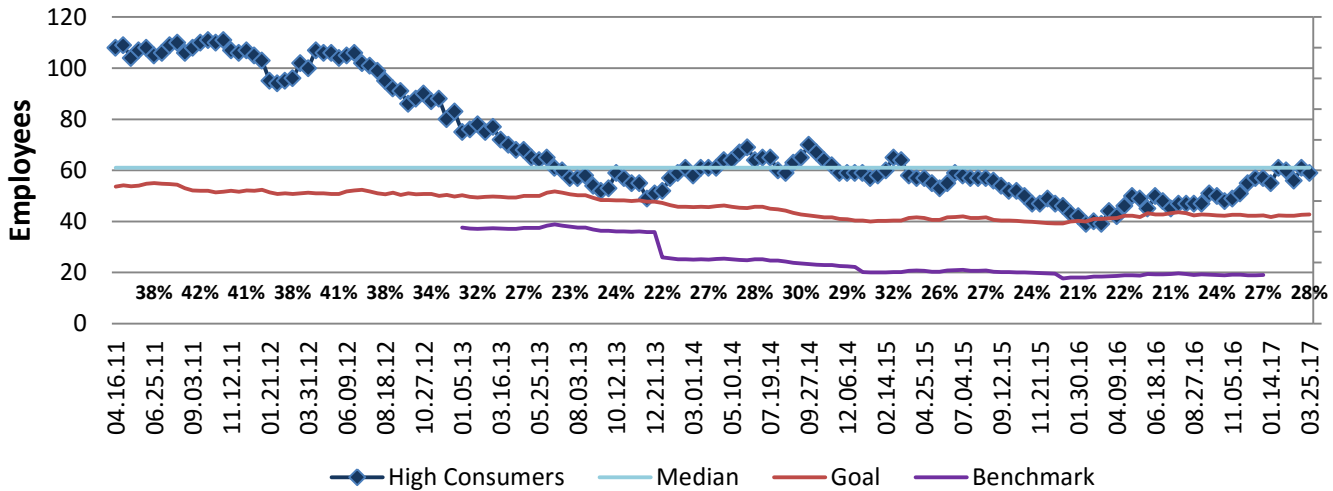
How Are We Doing?

| 04.12.15-03.25.17 Rolling 52wk Avg Goal | 04.12.15-03.25.17 Rolling 52wk Avg | | 03.27.16-03.25.17 Goal | 03.27.16-03.25.17 Actual | |
|--|---------------------------------------|--|------------------------|-----------------------------|--|
| 42 | 51 | | 43 | 59 | |
| Employees | Employees | | Employees | Employees | |

High Sick Leave Consumption



Good



LMPHW's policy towards high sick users includes:

- Requiring doctor's notes for excused absences
- Quarterly reports to supervisors identifying employees who meet the high sick leave definition
- Supervisors working with employees to find alternatives to using sick time (e.g., flex time) or to identify those who are inappropriately using sick time.