

# High Sick Leave Consumption Public Health & Wellness



KPI Owner: Chief of Staff

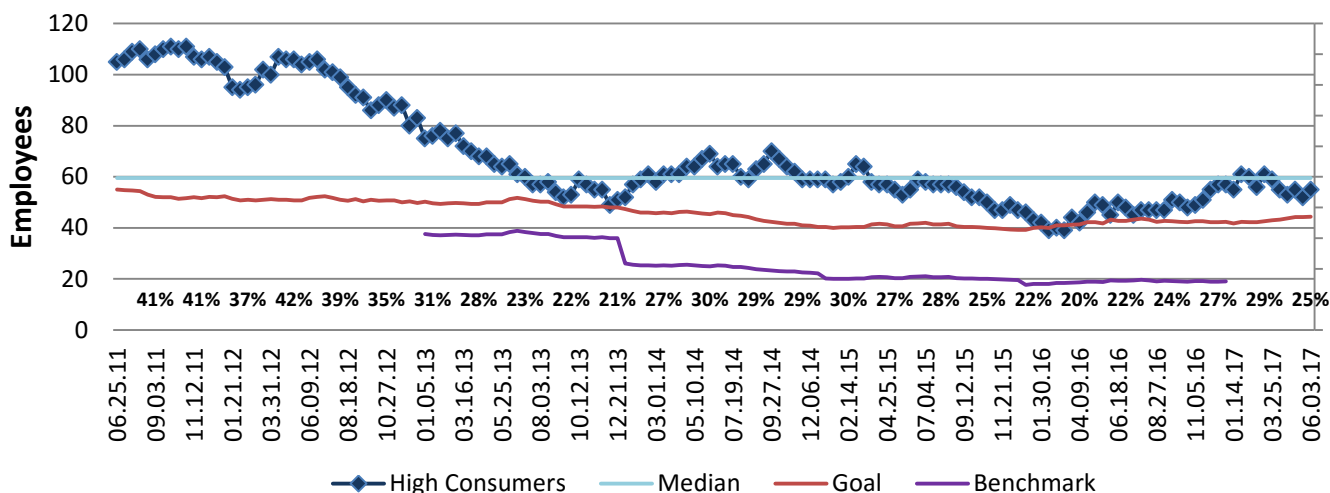
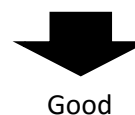
Process: Sick Leave Management

Baseline, Goal, & Benchmark	Source Summary	Continuous Improvement Summary
Baseline: FY12 - 45% (115) of total employees 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. Benchmark: 8.72% LMG Top Quartile 12/19/15	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: Collect data on explanatory factors associated with sick leave usage

## How Are We Doing?

06.21.15-06.03.17 Rolling 52wk Avg Goal	06.21.15-06.03.17 Rolling 52wk Avg		06.05.16-06.03.17 Goal	06.05.16-06.03.17 Actual	
<b>43</b>	<b>53</b>		<b>44</b>	<b>55</b>	
Employees	Employees		Employees	Employees	

## High Sick Leave Consumption



### 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.