

High Sick Leave Consumption Codes & Regulations



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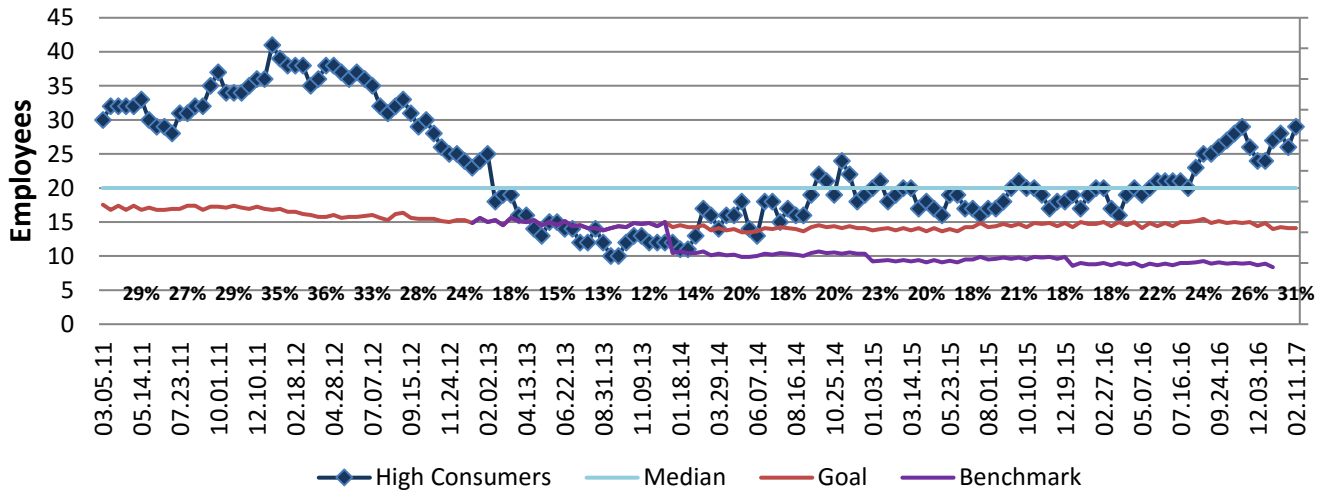
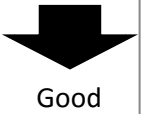
Process: Sick Leave Management

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: 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: Continue to council high sick leave consumers.

How Are We Doing?

03.01.15-02.11.17 Rolling 52wk Avg Goal	03.01.15-02.11.17 Rolling 52wk Avg		02.14.16-02.11.17 Goal	02.14.16-02.11.17 Actual	
15	23		14	29	
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.