

# High Sick Leave Consumption Codes & Regulations



KPI Owner: Debbie Howell

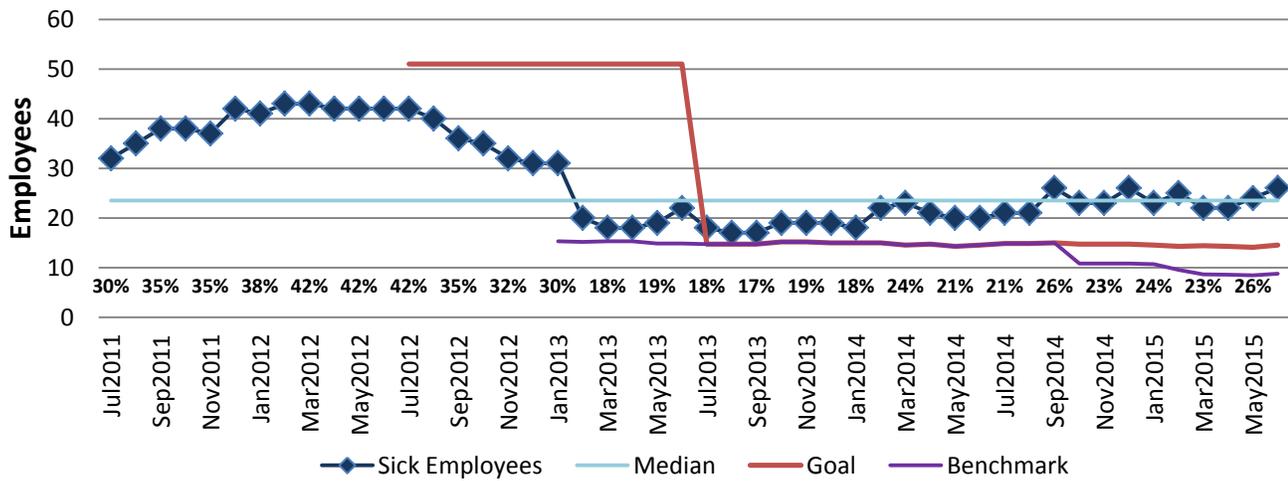
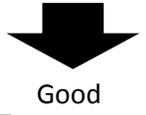
Process: Sick Leave Management

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: 9% LMG Top Quartile Oct2015	Data Source: Payable Time Peoplesoft Goal Source: Department Leadership Team Benchmark Source: OPI sick leave study	Plan-Do-Check-Act Step 8: Monitor and diagnose Measurement Method: # of employees who used 9 or more out of 12 sick days <sup>1</sup> 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: TBD

### How Are We Doing?

Jul2014-Jun2015 12 Month Avg Goal	Jul2014-Jun2015 12 Month Average		Jun2015 Goal	Jun2015 Actual	
<b>15</b>	<b>24</b>		<b>15</b>	<b>26</b>	
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.**

**Due to some employees working 10 hour shifts, if the data was calculated by Days instead of Hours 17 employees would be on the High Sickleave Consumption List.**

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