

# High Sick Leave Consumption Air Pollution Control District



KPI Owner: Michelle King

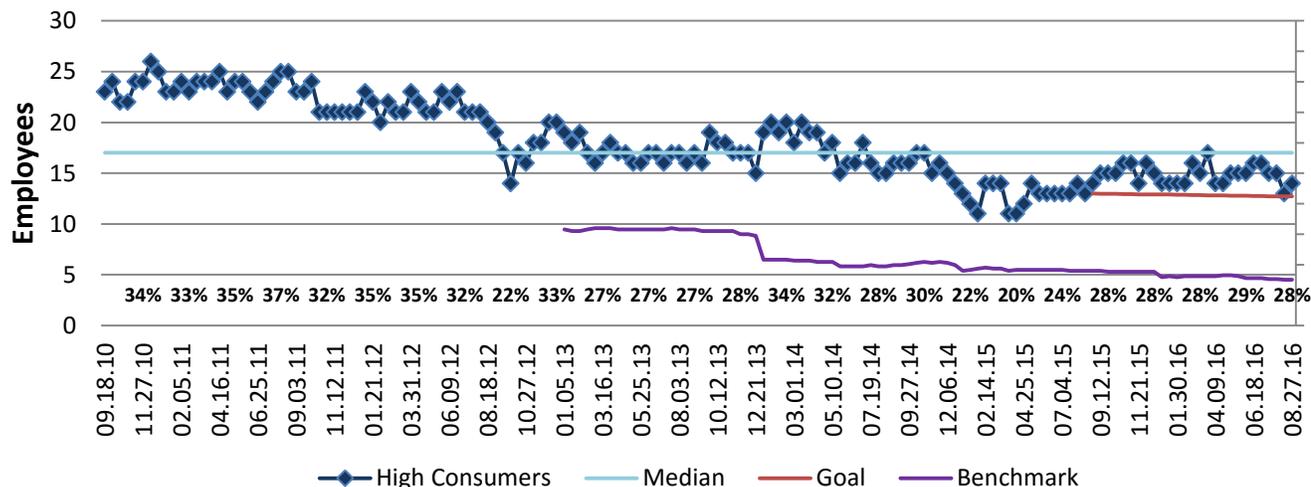
Process: Sick Leave Management

Baseline, Goal, & Benchmark	Source Summary	Continuous Improvement Summary
Baseline: CY 14; avg. 21 employees; 36% Goal: Reduce baseline to 24% in 2016  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 on sick leave use policies. Reinforce supervisor and manager training.

### How Are We Doing?

09.14.14-08.27.16 Rolling 52wk Avg Goal	09.14.14-08.27.16 Rolling 52wk Avg		08.30.15-08.27.16 Goal	08.30.15-08.27.16 Actual	
<b>13</b>	<b>15</b>		<b>13</b>	<b>14</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.**