Reduce Employee Absenteeism Through Smarter Scheduling

Employee absenteeism affects more than just the company budget

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While it's expected for employees to miss work days due to sickness or personal matters, excessive **unforeseen absences put a significant strain on productivity and team morale**. Managers have to track down replacements at the last minute, and the rest of the staff members often need to work **additional hours to cover undermanned shifts**. The bottom line is also affected—employee absenteeism **costs US businesses up to $225.8 billion annually[1]**.

Although absenteeism due to illness, childcare, and other personal issues cannot always be predicted or prevented, there are **several ways that employers can reduce employee absenteeism** and better manage the workforce in general.

[1] Source: Centers for Disease Control and Prevention report.

Provide flexible shift scheduling options

Unpredictable shift schedules and on-call shift work are some of the **common causes of employee absenteeism**. If staff members are uncertain about their working hours, they **cannot plan their personal responsibilities accordingly** nor arrange replacements in case of absences. Irregular shift schedules are also a sign that **managers are struggling to account for business demands** when building schedules, which negatively impacts the bottom line.

Fortunately, flexible, conflict-free schedules are not out of reach. Using **cloud-based software that allows instant updates** and that offers a mobile-first solution that provides real-time access to scheduling information, **managers can virtually transform the scheduling process in their organization**. For maximum flexibility, they should opt for a scheduling platform that is open to both supervisors and employees.

Accommodate employees' needs

In today's world of freelance gigs and hybrid teams, the **demands of the workforce have changed**. Employee pay is important, but not as much as their work environment. **Employees want to be a part of the day-to-day operations** of their organizations. They want to be in the know. They need to know where to be, when and how to trade shifts, or take leave if the need arises.

In case of absences or scheduling conflicts, **it is crucial that staff members are able to arrange shift trades with minimal manager intervention**, so the productivity of the organization does not suffer. At the same time, **scheduling administrators need to have insight into employees' availability**, so they can build accurate schedules from the get-go.

Incorporate time off and leave requests

By incorporating time off and leave requests into upcoming schedules, **managers and scheduling professionals can make a significant step towards eliminating absenteeism**. With a smart scheduling solution, schedules always reflect real-time availability—and there is a twofold benefit to be gained here. First, **managers will be able to avoid understaffing**, which is harmful to productivity, the quality of customer service, and team morale. Second **employees value a company that honors their time off and leave requests**, so they are more likely to be engaged during their working hours.

This way, companies ensure that **the staff shows up when it matters the most.**

Secure transparency and fairness for all

One of the causes of workplace absenteeism is a **lack of transparency in schedule creation and communication**. Without clear procedures for building schedules, posting updates, and reporting absences, negative practices such as missing shifts, buddy clocking or clock rounding are more often encountered.

To foster transparency and consistency, **it is critical for organizations to set clear attendance expectations** and consistently enforce them. Companies need to clearly define working hours, by indicating the start and end of each shift, as well as to **ensure that managers and employees are aligned with the set expectations**.

This can be achieved with a **scheduling software that provides companies with real-time insight into employee time and attendance**. With such a platform, both managers and employees will always know who is scheduled and at which location. Plus, this software **provides error-free timesheets ready for payroll at the end of each month**—without relying on cost estimates or approximations.

Enterprise scheduling platform that eliminates absenteeism

Upgrading to smart, cloud-based scheduling **allows enterprises to provide workplace flexibility and transparency** throughout the organization, and also keep absenteeism at bay. Humanity's data-driven scheduling **provides managers with real-time access to schedules on any device**, allows employees to trade and swap shifts without supervisor intervention, and ensures error-free data on compensation. The Humanity platform **helps companies work in compliance with labor laws** and allows managers and schedulers to set rules that reduce overtime, increase workforce utilization, eventually curbing employee absenteeism.

Put an end to unexpected absences.

Visit **humanity.com** to find out how our acclaimed platform helped thousands of organizations optimize their shift scheduling.