

Employee discipline
policy (human
resource) employee
labor and relations
class



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Employees sometimes fail to consider the result of their actions of being absent. They do not understand that they are causing problems for the company by not going to work (What can you do about employee absenteeism, n. d.). Thus there is a need to have an absenteeism policy that clearly describes to employees what happens in consequence of taking off for non-sick days (What can you do about employee absenteeism, n. d.). Unless their absence is justifiable, employees are required to go to work. Absenteeism policy should contain the guidelines and parameters within which employees must work (Mayhew, n. d.). When implementing this policy, the employers must make sure that the policy is legal and according to the federal and state laws. The employers should develop the policy with one attorney or with trade bodies in order to ensure that it does not violate any laws (What can you do about employee absenteeism?, n. d.). The employers should also make the policy known to the employees before fully implementing it (What can you do about employee absenteeism, n. d.). It is necessary that the employers are able to check if the policy is fully implemented. The attendance records help the employers to check which of the employees are regular and who are making frequent leaves (Controlling Employees' Absenteeism, 2011). Thus analysis of attendance records should be done after the implementation of the policy. Though there are challenges in managing absenteeism, the company must make sure that all employees are treated the well and there is no discrimination when implementing the policy. The company should maintain to be consistent, persistent and fair to all. And lastly, when implementing policy, it is better to implement the programs and policies in a facultative manner rather than punitive because majority of the employees will appreciate this kind of approach (Yorges, n. <https://assignbuster.com/employee-discipline-policy-human-resource-employee-labor-and-relations-class/>)

d.). Sources: Controlling Employees' Absenteeism, (2011). Retrieved 8 July 2011 from <http://templates.officialtips.com/templates/controlling-employees%E2%80%99-absenteeism.html> Mayhew, R. Employee Discipline Issues. Retrieved 9 July 2011 from <http://smallbusiness.chron.com/employee-discipline-issues-1757.html> What can you do about employee absenteeism?, (n. d.). Retrieved 7 July 2011 from http://humanresources.about.com/od/attendancepolicy/a/attendance_pol.htm Yordes, S. (n. d.). The Role of the Supervisor in Managing Absenteeism. Retrieved 8 July 2011 from http://humanresources.about.com/od/laborrelations/a/manage_absences_2.html