

Attendance Analytics Report

Reporting Period: 2026-02-01 to 2026-02-18
Generated on February 18, 2026

Executive Summary

The overall attendance rate for February 1-18, 2026, stands at a critically low 45.73%, indicating widespread absenteeism. A significant number of employees exhibit persistent attendance issues, while recent daily trends show a worrying decline, culminating in a 32% attendance rate on the last recorded day.

Key Performance Indicators

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|--|--|--|
| <div>Total Employees</div> <div>50</div> <div>Active Staff</div> | <div>Attendance Rate</div> <div>45.73%</div> <div>343 / 750 days</div> | <div>Avg Working Hours</div> <div>8h 19m</div> <div>Range: 4h 52m - 9h 23m</div> |
| <div>Absent Days</div> <div>95</div> <div>12.7% of total</div> | <div>Leave Days</div> <div>0</div> <div>Approved absences</div> | <div>Total Records</div> <div>750</div> <div>Days analyzed</div> |

Visual Analysis

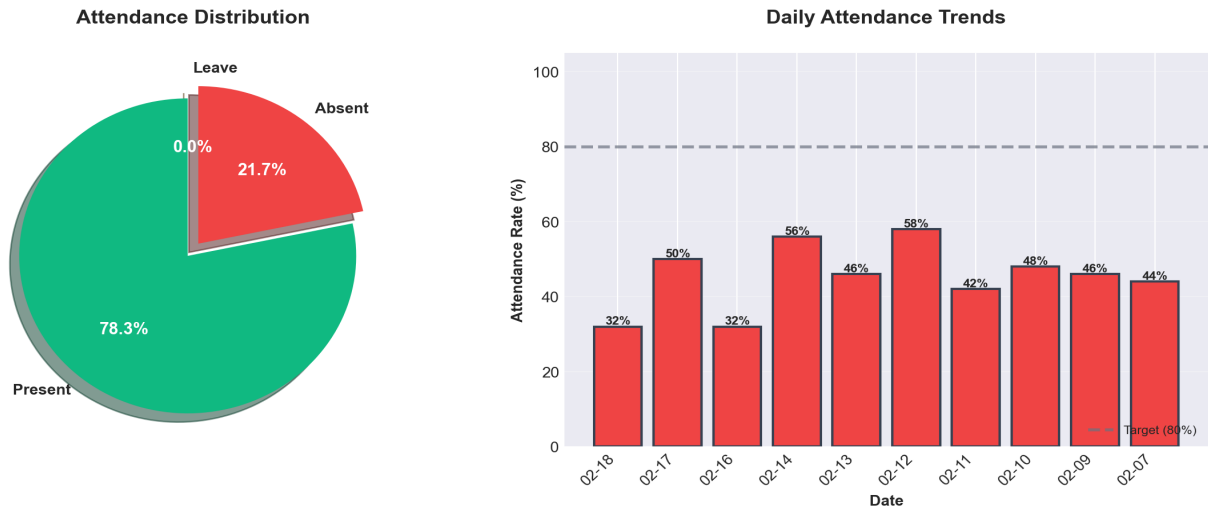


Figure 1: Attendance patterns and daily trends

Detailed Attendance Analysis

Overall Patterns

The attendance rate of 45.73% is exceptionally low for the period, indicating a major challenge in employee presence. With 95 recorded absences and no official leaves, it points to a prevalent issue of unscheduled non-attendance across the 50-employee workforce.

Daily Trends

Recent daily trends show significant fluctuations, ranging from 32% to 58%. A concerning dip is observed on February 16th (32%) and February 18th (32%), suggesting a deteriorating trend towards the end of the reporting period. Despite low attendance, the average working hours for present employees remain consistent around 8.32 hours, indicating that those who attend are generally committed to full workdays.

Absence Distribution

The data reveals that 343 out of 750 total records were 'Present', with 95 'Absent' records. This means a substantial portion of potential attendance records were either not made or categorized as absent, leading to the overall low rate. The 'Absent' count alone accounts for over 12% of total records, which is high considering the attendance rate.

Employee Performance Insights

Concerns:

A critical concentration of absenteeism exists among the top 10 employees by attendance issues. Aditya Kapoor (EMP1028) leads with 5 absent days out of 12, followed closely by Vihaan Singh (EMP1040) and Aarav Gupta (EMP1030) each with 4 absent days. Their attendance rates range from 25% to 58.33%, significantly below the already low company average. This indicates potential underlying issues such as low engagement, personal challenges, or dissatisfaction for these individuals. The complete absence of 'Leave' records suggests that all non-present days are unscheduled absences, which is disruptive to planning and operations.

Commendations:

While the overall attendance is problematic, the average working hours of 8.32 for present employees, with a range up to 9.38 hours, demonstrates that when employees are present, they are generally fulfilling their full-day commitments. This indicates a potential for improvement if attendance issues can be mitigated, as productivity is not compromised when staff are on-site.

Employee Attendance Details

| Employee ID | Name | Attendance % | Avg Hours | Absent Days |
|-------------|---------------|--------------|-----------|-------------|
| EMP1028 | Aditya Kapoor | 41.67% | 9h 4m | 5 |
| EMP1040 | Vihaan Singh | 33.33% | 8h 5m | 4 |
| EMP1030 | Aarav Gupta | 25.0% | 8h 14m | 4 |
| EMP1044 | Rohit Joshi | 25.0% | 7h 23m | 3 |
| EMP1043 | Amit Mehta | 33.33% | 7h 59m | 3 |
| EMP1046 | Vivaan Iyer | 50.0% | 8h 13m | 3 |
| EMP1013 | Amit Verma | 33.33% | 8h 28m | 3 |
| EMP1033 | Aarav Mehta | 58.33% | 8h 35m | 3 |
| EMP1011 | Amit Joshi | 41.67% | 8h 38m | 3 |
| EMP1015 | Vivaan Singh | 66.67% | 8h 47m | 3 |
| EMP1031 | Vihaan Sharma | 25.0% | 7h 40m | 2 |
| EMP1041 | Vivaan Sharma | 25.0% | 7h 47m | 2 |
| EMP1008 | Vihaan Gupta | 58.33% | 7h 48m | 2 |
| EMP1002 | Aarav Joshi | 30.77% | 8h 2m | 2 |
| EMP1045 | Vivaan Gupta | 41.67% | 8h 5m | 2 |

Table 1: Top 15 employees by attendance record

Strategic Recommendations

- 1. Conduct immediate individual consultations with the top 5-10 identified high-absenteeism employees (e.g., EMP1028, EMP1040, EMP1030) to understand root causes and offer support (e.g., wellness programs, flexible work options).
- 2. Develop and clearly communicate a revised attendance policy, emphasizing the importance of scheduled leave requests and the consequences of unscheduled absences.
- 3. Implement an employee engagement survey to identify broader workplace issues contributing to low attendance and address them systematically.
- 4. Explore recognition or incentive programs for consistent attendance to motivate employees and foster a culture of punctuality and presence.
- 5. Review leave management processes to ensure proper categorization of absences (e.g., sick leave, planned leave vs. unscheduled absence) to gain clearer insights into absence types.

Critical Alerts & Action Items

- The overall attendance rate of 45.73% is unsustainable and poses a significant risk to operational efficiency and project timelines. This requires urgent attention.
- The top 10 employees' absenteeism rates are alarmingly high, indicating a concentrated problem that needs targeted intervention to prevent wider disengagement.
- The complete lack of 'Leave' records (0) is a critical data anomaly, suggesting either severe policy non-adherence, a breakdown in leave reporting, or a high prevalence of unapproved/unaccounted absences.
- The sharp drop in daily attendance to 32% on February 16th and 18th signals an immediate and worsening situation that needs prompt investigation.

Trend Forecast & Outlook

Given the recent decline in daily attendance rates (down to 32% on the last recorded days), a continued inconsistent or potentially worsening attendance trend is highly probable in the short term if no immediate interventions are implemented. Without addressing underlying issues, the overall attendance rate is unlikely to improve and may further destabilize.

This report was automatically generated using AI-powered analytics. The insights and recommendations are based on the attendance data provided for the specified period. For questions or clarifications, please contact your HR department.