**Introduction**

Absenteeism is a topic that has hindered the performance of organisations over the years. For a long time, the topic has remained dormant in the context of rectification. However, in the recent past, policies were formulated by several organizations around the world to promote the trend of presenteeism. This essay will provide us with an insight into the various reasons behind absenteeism. It will also provide suggestions to effectively manage the same.

**Discussion**

**Causes of absenteeism**

The concept of absenteeism is dynamic and difficult to anticipate. Absenteeism and its consequences have many diverse repercussions in the minds of the public. When asked, people come out with several alibis. Absenteeism can be broadly classified into two types. They are “institutionally mediated absenteeism” and “personally mediated absenteeism”. When the office culture of a workplace is such that there is no vigilance on the number of employees coming to the office, it gives rise to institutionally mediated absenteeism. An open example of this is seen in the government offices of some developing countries like India (Chikwariro, Bussin and De Braine, 2021). This irregularity in work causes a lot of problems in administration by slowing work down. The possible reason for this can be that there isn’t any obligation for the officer to come to the office daily. All their leaves are granted as paid with no requirement of submitting a leave application. Furthermore, there is no incentive to have a fairly good amount of attendance. Another type of absenteeism comprises personally mediated absenteeism, which mainly highlights the personal problems of a person not coming to the office. A major factor that stimulates this is the sickness of employees. Employees are afraid they might propagate their disease to other employees if they attend the office (Dietz et al., 2020). This is pretty well evident in the pandemic. Another major ground of non-intention toward attending office is a poor level of motivation from senior officials or a personal level.

It is an undeniable fact that the productivity of employees is extremely important to the growth of an organization. One therefore might think that forcing the employee to come to work might solve the problem. However, the concept of presenteeism is not the exact opposite of absenteeism. Forceful presenteeism might adversely affect a company’s reputation at times (Badubi, 2017). Sick presenteeism is a phenomenon that is very dynamic in terms of discussion and understanding. Many times strict management officials make it a necessity for workers to come to the office even in non-favourable health conditions. This reduces the empathy of the employees towards their employers (Côté, Lauzier and Stinglhamber, 2021). However, it is also possible for the employees to hoax the company officials and evade work (Karanika-Murray and Biron, 2020). Sick presenteeism has been a dilemma for the company officials as well as researchers for a long time. The various dimensions of sick presenteeism include exercising power immorally on the employees and providing incentives for their dedication. The consequences however go against the planned scenario.

**Recommendations to manage absenteeism**

Absence management is basically about how the organisation is reducing and managing the absenteeism of employees, through different policies and rules which are made by them. In order to manage the rules and policies of the company, the HR of the company should have the highest responsibility. For the further process of these rules, there should be communication between the employee and the managers of the firm. There are many ways from which we can control employee absences such as taking strict actions against the employees who are taking too many leaves, as this type of employee is encouraging the other one to do so. After this try verifying the issues of the employees which are mentioned in their absent notes. Focusing on employee recognition and awards which are given to them, so that it encourages the employees to work more efficiently and minimizing the absentee scenario. Make a clear note about the absence policy so that it makes sense to the people earlier. Having a pleasant workplace can also encourage the employees. There are many firms in which due to this reason people make absentee notes and try to switch the company. Try to make the working scenario more flexible, as in these pandemic days allow the employees to “work from home”.

There are some major causes of absenteeism which include some kind of harassment at the workplace, family issues, or any other job-hunting procedures. Many research shows that the reason behind the absence of the employees is socio-economic level also. Sometimes it may be the addition of any kind of drug and alcohol problem(Martin, Patacsil, and Retuerne, R., 2019). Which makes the employee less efficient at work. There may be any kind of criminal behavior of the employees which can cause harm to that person as well as the company for which he or she is working. There are some people who are not interested in their work which also makes them tired or gets frustrated easily and makes them on the list of absentee employees. Hence the result is that they want to switch their jobs or want to go to some other levels of the system (Temte et al., 2021). These kinds of employees always try to be lured for higher pay companies or better benefits are given to companies.

There are different types of absentees in a firm such as there is leave if sick people, then there is leave for travel disruption. There is a type of special leave which is given to women only and that is maternity leave, then there is some leave which is for the people who have some legal issues such as the court cases and jury part. If the employee is on some type of training they should be taking some kind of absentee leave. This causes such problems like due to absenteeism the productivity is minimized, other employees are harassed by the managers to fulfill and do the overtime. Decreased overall profit and productivity of the company(Tomás and Díaz, 2017). Due to the lack of employees in service-based companies, the customers should not get the proper guidance and this will lead to many unsatisfied customers. Human Resource Management suggests that there are few types of absenteeism which are seen regularly and that is the Culpable absenteeism, in which the employee won't be able to provide the suitable reason which is included in rules and regulations of the company(Ullah, R. and Ahmad, S.Z., 2018). There is another one which is Non-Culpable absenteeism in which the employee managed to give some valid reasons for their absence (Pereira et al., 2019). As per the rules and regulations of the companies, a 1.5% absence rate is normal. Illness is the main cause which is relevant if an employee can take a decent number of leave per year due to this reason specifically. There are also some fixed leaves which are given to the employees as according to their religion and casts, they are able to take leave apart from the national holidays on their religious occasions so that they can enjoy every festival of their religion.

There is a kind of long-term sickness absence (Paikowsky, D., 2019), in this, the most important aspect is the Stress and the mental issues related conditions and this is due to the musculoskeletal as well as due to the mental health conditions. Musculoskeletal conditions are of different types as due to continuously sitting in this corporate life causes back pain issues, thyroids and many more. Some conditions which are able to manage long-term sickness absence are like holding a formal meeting so that employees can do it from home also when they are on leave(Naher et al., 2020). As this will not affect the productivity of the company. Consult with healthcare apart from the health care that the employee is doing. Document the impact and issues which are faced by the company and send it to the employee so that they can understand the present scenario of the company(Reece, G.J., 2020).

After this there are some conditions about how there will be a long-term sick leave employee dismissed. The employee can be dismissed if only it counts as a disability act such that the manager should acquire the reasonable condition to fire them (Soeda et al., 2019). The reasons in which calling sick at work and here the ways like call up your manager and try to convince them so that they can manage the leave at least for one day, Do not made them that convinced or not go into the detail part so as they come to know all the things, Let the whole team know about the illness of the employee. Explain the conditions that the employee is always available if required. Always allow the timing and always avoid the phone calls of the managers at that time.

**Conclusion**

From the above essay, there is the conclusion that from these steps the management of the absentee’s employees can be done. And there are some reasons also given in the essay which shows what should be the cause of their absence which can be clarified so as to reduce the number of absentees.

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