HR absenteeism benchmarking example

Benchmarking is a process that allows you to compare specific areas of your business either internally between individual departments or externally against other businesses. It can help you identify best practice for products and processes and - when compared against other businesses - show you where you can make improvements.

You can benchmark many areas of your business to assess how productive or profitable a department or sector is. For example, you can benchmark staff illness throughout your business to assess which departments have higher rates of absence.

You can use your benchmarking data in the same way as any other performance measurement data you generate – to drive improvement in the way your business operates.

Typically this will involve setting targets to help you reach the benchmark values to which you aspire. Once you have identified targets make sure you follow through by assigning clear responsibility for delivering each of them, your target should be clearly owned by a department or individual and regular reviews to track your progress should be undertaken.

Illness absences - whole business (financial period 1)	
Number of staff	100
Total number of staff absences	15
Percentage staff absences	15%
Number of staff absences short term	10
Number of staff absences long term	5
Percentage staff nil absence	85%
Percentage staff less than five days absence	95%

Illness absences - department one (financial period 1)

Number of staff	50
Total number of staff absences	10
Percentage staff absences	20%
Number of staff absences short term	5
Number of staff absences long term	5
Percentage staff nil absence	80%
Percentage staff less than five days absence	90%

Illness absences - department two (financial period 1)

Number of staff	30
Total number of staff absences	5
Percentage staff absences	17%
Number of staff absences short term	5
Number of staff absences long term	0
Percentage staff nil absence	83%
Percentage staff less than five days absence	100%

Illness absences - department three (financial period 1)

Number of staff	20
Total number of staff absences	0
Percentage staff absences	0%
Number of staff absences short term	0
Number of staff absences long term	0
Percentage staff nil absence	100%
Percentage staff less than five days absence	100%