



TenStep Supplemental Paper

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Slick Policy

'Productivity' and 'performance' are two critical elements that give an organization competitive edge. When striving to enhance these two elements, the issue of employee absenteeism can be a major hurdle. Absenteeism due either to scheduled or unscheduled time-off affects employee workload as well as morale.

The top three causes identified for absenteeism are personal responsibilities, health problems and inappropriate use of personal leave. Organizations are increasingly implementing work/life balance and employee health programs to take care of employees' personal responsibilities and health problems. Despite these measures, inappropriate use of personal leave continues to be a major concern.

Though HR can organize for better utilization of general holidays, it is difficult to manage employee sick leave. To combat absenteeism, organizations are rewarding employees with perfect attendance and combined '*Paid-Time-Off Plans*' (*PTO*).

Unlike the traditional leave policies, '*Paid-Time-Off Plans*' (*PTO*) combine all the time-off into one lot, which employees can utilize as they wish. The program is extended both to full-time and part-time employees. Eligible employees are allotted a specific number of 'earned time days' per year. These are based on their scheduled hours of work, years of service and their designation.

'*Paid-time-off*' programs are an effective tool to combat absenteeism. Companies can benefit greatly by redefining their sick leave policies as 'slick' leave policies. However, any such program should be planned only after careful analysis of the root causes of the problem and should be supported with good communications for its success.