ABSENTEEISM AND TARDINESS

139. Do you have a "no fault" attendance policy?

	1 - 99 employees			100 - 499 employees			500 or more employees			Total Responses		
	U	NON	CT	U	NON	CT	U	NON	CT	U	NON	CT
Yes	17.1%	18.3%	14.7%	26.6%	33.7%	25.1%	29.3%	36.5%	25.0%	23.0%	27.2%	20.3%
No	82.9%	81.7%	85.3%	73.4%	66.6%	75.6%	70.7%	63.5%	75.0%	77.0%	72.9%	80.0%
Organizations Responding	216	409	491	218	380	434	75	126	136	509	915	1061

140. Average number of allowable absences per year prior to disciplinary action beginning:

	1 - 99 employees			100 - 499 employees			500 or more employees			Total Responses		
	U	NU	CT	U	NU	CT	U	NU	CT	U	NU	CT
Avg # of days	5.4	5.0	5.0	4.3	4.6	4.6	5.5	4.9	4.9	4.9	4.8	4.8
Organizations Responding	85	191	188	91	207	192	35	70	59	211	468	439

141. How many days of absenteeism marks termination from employment per your attendance policy?

	1 - 99 employees			100 - 499 employees			500 or more employees			Total Responses		
	U	NON	CT	U	NON	CT	U	NON	CT	U	NON	CT
Avg # of days	6.9	6.9	6.4	6.3	6.8	6.7	7.8	7.8	7.8	6.8	7.0	6.7
Organizations Responding	90	189	196	91	211	200	37	69	56	218	469	452

142. How many tardy or early departure occurrences per month are allowed with no discipline in your attendance policy?

	1 - 99 employees			100 - 499 employees			500 or more employees			Total Responses		
	U	NON	CT	U	NON	CT	U	NON	CT	U	NON	CT
None	12.3%	11.0%	9.9%	13.0%	10.6%	11.5%	13.8%	18.1%	15.9%	12.8%	11.8%	11.3%
1	5.8%	8.5%	7.8%	7.1%	7.7%	6.8%	1.7%	1.1%	1.1%	5.7%	7.1%	6.5%
2	5.8%	6.0%	4.7%	7.1%	8.0%	6.1%	3.4%	3.2%	2.3%	6.0%	6.5%	4.9%
3	10.4%	13.5%	13.4%	14.3%	15.0%	13.3%	15.5%	13.8%	14.8%	12.8%	14.2%	13.5%
More than 3	16.9%	17.4%	14.9%	20.1%	24.8%	20.8%	19.0%	20.2%	17.0%	18.6%	20.9%	17.6%
No tardiness allowances within the attendance policy	49.4%	44.0%	50.6%	39.6%	34.7%	41.9%	46.6%	44.7%	48.9%	44.8%	40.2%	46.9%
Organizations Responding	154	282	322	154	274	279	58	94	88	366	650	689

143. What disciplinary steps are used in your attendance policy?

	1 - 99 employees				100 - 499 employees				500 or more employees				Total Responses			
	U	NON	CT	SMP	U	NON	CT	SMP	U	NON	CT	SMP	U	NON	CT	SMP
Verbal warnings	80.9%	87.8%	79.7%	72.1%	85.2%	91.7%	87.0%	74.7%	86.2%	88.5%	79.8%	67.7%	83.8%	89.5%	82.7%	72.6%
Written warnings	89.4%	87.2%	78.9%	71.9%	90.7%	93.1%	87.7%	75.2%	96.6%	90.3%	80.6%	68.5%	91.5%	90.1%	82.7%	72.8%
Suspension	61.7%	51.1%	41.2%	36.5%	55.6%	49.4%	42.8%	35.2%	58.6%	47.8%	40.3%	34.6%	58.5%	49.9%	41.7%	35.8%
Discharge	78.7%	78.1%	68.7%	62.5%	81.5%	87.1%	80.2%	68.4%	89.7%	89.4%	77.5%	66.9%	82.3%	83.4%	74.6%	65.3%
Does not apply	10.6%	10.0%	18.5%	24.8%	9.3%	6.3%	11.6%	23.4%	0.0%	5.3%	17.1%	28.3%	7.7%	7.8%	15.4%	24.7%
Organizations Responding	47	360	454	520	54	348	414	415	29	113	129	127	130	821	997	1062

(U)=Union Production, Maintenance and Service (CT)=Non-Exempt Clerical and Technical
(NON)=Non-Union Production, Maintenance and Service (SMP)=Exempt Supervisory, Managerial and Professional

144. How do you reward employees for good attendance?

	1 - 99 employees				100 - 499 employees				500 or more employees				Total Responses			
	U	NON	CT	SMP	U	NON	CT	SMP	U	NON	CT	SMP	U	NON	CT	SMP
Certificate/plaque	4.2%	1.6%	0.6%	0.9%	1.8%	2.0%	1.4%	1.2%	3.4%	2.7%	2.3%	1.6%	3.0%	1.9%	1.2%	1.1%
Monetary award	20.8%	11.5%	4.1%	2.6%	12.7%	14.5%	7.6%	2.3%	27.6%	21.4%	8.6%	0.8%	18.9%	14.1%	6.1%	2.3%
Lunch	0.0%	3.0%	1.7%	1.7%	1.8%	2.2%	1.2%	1.2%	3.4%	4.5%	3.1%	0.0%	1.5%	2.9%	1.7%	1.3%
Gift	2.1%	3.0%	1.9%	1.7%	3.6%	3.6%	1.9%	1.6%	3.4%	1.8%	1.6%	0.0%	3.0%	3.1%	1.9%	1.5%
Vacation bonus	0.0%	2.5%	1.1%	0.8%	1.8%	3.6%	1.7%	0.7%	10.3%	5.4%	0.8%	0.8%	3.0%	3.4%	1.3%	0.7%
Merit day(s) off with pay	2.1%	1.9%	0.9%	0.2%	3.6%	5.0%	2.6%	0.9%	3.4%	0.9%	0.8%	0.0%	3.0%	3.1%	1.6%	0.5%
No rewards given	70.8%	81.9%	90.9%	93.1%	81.8%	76.5%	88.2%	94.9%	62.1%	72.3%	87.5%	96.9%	73.5%	78.3%	89.4%	94.2%
Organizations Responding	48	364	464	533	55	358	423	429	29	112	128	128	132	834	1015	1090

LEAVE OF ABSENCE

145. Do you provide for any of the following types of leaves of absence (other than FMLA)?

	1 - 99 employees				100 - 499 employees				500 or more employees				Total Responses			
	U	NON	CT	SMP	U	NON	CT	SMP	U	NON	CT	SMP	U	NON	CT	SMP
Educational	12.8%	7.0%	9.3%	9.9%	13.7%	7.8%	8.2%	8.9%	20.7%	11.8%	11.9%	11.0%	15.0%	8.0%	9.2%	9.6%
Personal, Medical	59.6%	59.6%	65.1%	65.7%	68.6%	74.5%	74.9%	75.2%	89.7%	83.6%	84.4%	84.6%	70.1%	69.2%	71.7%	71.7%
Personal, Non-medical	38.3%	48.0%	48.5%	48.1%	47.1%	57.4%	57.4%	56.1%	69.0%	67.3%	71.1%	72.1%	48.8%	54.6%	55.2%	54.2%
Family	31.9%	37.9%	42.2%	42.2%	33.3%	38.6%	41.9%	41.9%	44.8%	46.4%	47.4%	47.1%	35.4%	39.3%	42.8%	42.7%
Sabbatical after certain # of years of service	4.3%	1.7%	2.2%	2.8%	7.8%	1.2%	1.9%	4.0%	3.4%	1.8%	2.2%	5.1%	5.5%	1.5%	2.0%	3.5%
Leave of absence not provided	34.0%	34.3%	28.4%	28.3%	19.6%	18.8%	17.8%	18.2%	6.9%	11.8%	9.6%	9.6%	22.0%	24.7%	21.5%	22.0%
Organizations Responding	47	356	464	545	51	345	427	451	29	110	135	136	127	811	1026	1132

146. Are you required by law to administer FMLA?

	1 - 99 employees	100 - 499 employees	500 or more employees	Total Responses
Yes	54.0%	98.2%	98.7%	76.4%
No	46.0%	1.8%	1.3%	23.6%
Organizations Responding	632	498	152	1282

147. Which types of paid time off do you require employees use concurrently with FMLA leave or other medical leaves of absence?

	1 - 99 employees				100 - 499 employees				500 or more employees				Total Responses			
	U	NON	CT	SMP	U	NON	CT	SMP	U	NON	CT	SMP	U	NON	CT	SMP
Sick pay	62.5%	52.4%	58.8%	59.1%	71.1%	59.4%	63.6%	64.0%	68.2%	57.0%	64.0%	63.0%	67.9%	56.7%	62.1%	62.1%
Vacation pay	83.3%	76.8%	77.4%	78.0%	71.1%	79.9%	76.9%	77.6%	59.1%	75.9%	75.0%	77.0%	71.4%	78.2%	76.7%	77.6%
Personal time	45.8%	55.4%	55.8%	58.2%	47.4%	52.4%	54.0%	54.6%	45.5%	49.4%	52.0%	50.0%	46.4%	52.9%	54.3%	55.1%
Organizations Responding	24	168	199	232	38	254	324	339	22	79	100	100	84	501	623	671

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