Re: Absenteeism

I have an upcoming board meeting at which I must provide an analysis of absenteeism costs to our company. Based on the information below, please provide me with a detailed memo that addresses the following:

* An overview of absenteeism and why it is important to understand
* A quantitative analysis of absenteeism in our company
* Presumed benefits of lowering absenteeism

In our company of 425 employees, there is an absenteeism rate of 10% for hourly employees (n=355) and 7% for salaried employees. In addition to two weeks off for vacation, employees are permitted seven paid sick days per year. Additional sick time is deemed unpaid leave. When absent, hourly employees must be replaced with replacement employees at a rate of 140% of the hourly rate.

The average salary is $17/hour for hourly employees and $32 per hour (based on a 40 hour work week) for salaried employees. Benefits average 32% and 37% of the hourly rate for hourly and salaried employees, respectively.

-it should be written as a memo addresses to "Dr. Doe"

--hourly employees are being replace, but not salary employees

-determine the number of employees absent in hourly and salary

-calculate replacement costs

-determine costs and benefits