

attendance

the action or state of going regularly to or being present at a place or event

Maintaining a good attendance record at work includes more than just not calling in sick regularly. It also means starting your job duties on time, staying on the job throughout the day to complete duties properly and attending all scheduled meetings and appointments.

When you are persistently absent, it forces other employees to pick up your slack. It also places an extra, unnecessary burden on management and the company as a whole. Substantial absenteeism can adversely impact productivity, worker morale and, in small businesses, it can have a serious effect on the company's financial well-being.

On a personal level, your income is affected and your career prospects can be severely damaged. It can also make it harder to work with co-workers, who have likely been covering for you. Below are a few detailed reasons why you should consider maintaining a solid attendance record:

Animosity Seeing someone come in late all the time or miss a lot of work can be annoying to people who maintain good attendance. Understandably, many people get discouraged and upset when they have to do their own duties and somebody else's job as well. Over time, chronic absenteeism can lead to reduced morale in the workplace.

Work suffers When an essential person is absent, the work flow has to be restructured, which impacts the staff's total productivity. Even when a front-line employee misses a lot of work, there are fewer employees to get the job done, and something is going to be affected because of it. If workers try to get caught up by working more quickly, quality can be affected.

Also, a person that regularly misses work will get left behind when changes take place. When the absent worker does finally show up, his or her efficiency suffers because of the time it takes to adopt the changes they missed. This also means others must bring the worker up to speed, which causes additional delays in production or it affects services offered. Therefore, in addition to poor worker performance, a company's customers can also be adversely affected by high absenteeism.

Staffing-related costs Companies produce staffing plans to satisfy critical operational needs, with each employee having an essential role. Therefore, poor attendance increases costs by forcing the company meet labor needs through either a temporary or permanent replacement staffing solution. Poor attendance also means costs in terms of lost productivity as the replacement worker gets up to speed.

ATTENDANCE AND PUNCTUALITY

A saying in the telemarketing world goes, "**Early is on time, on time is late and late is unacceptable.**" Good attendance does **not** mean sliding through the door at five minutes past the hour. Plan your commute to work by giving yourself enough time to ensure that family needs, traffic jams and weather alerts do not make you late.

PRO-TIP:

Get to work at least 15 minutes early or more, especially if you have a long morning ritual. Use the restroom, start your computer and arrange your desk so that everything you need lays within reach. Make coffee or whatever beverage fuels your morning productivity. **Being on time means actively starting your work at your shift start time.**

Why Does Attendance Matter?

Even if you have a dead-end job, your good attendance and punctuality may give you a ladder to a better position. Poor attendance puts pressure on co-workers and managers when they must take on your responsibilities in addition to their own. When you show up for work on time every day with a happy, positive attitude, you help raise morale and increase productivity. When bonuses or raises are possible, your ethical attendance record can be worth hundreds and sometimes even thousands of dollars, either as wages and salary or in the form of a new, better-paying job.

Absenteeism

Only 15 percent of workers worldwide report feeling enthusiastic about and highly involved in their workplace. Sometimes disengaged employees do not show up for work, which creates stress for those who value good attendance. Stress creates resentment and chips away at morale. Chronic absenteeism leads to a vicious cycle of covering for missing teammates, resentment about taking on everyone else's responsibilities, illness and even more stress. This can take a toll on even the most dedicated employees who find they need to take a day off due to exhaustion and exasperation.

If you were your manager, how would you rate your attendance?