

**THE IMPACT OF ABSENTEEISM ON
PRODUCTIVITY IN GIYANI POLICE STATION: A
STUDY CONDUCTED AT GIYANI POLICE
STATION**

BY

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ABSTRACT

The study focussed on the impact of absenteeism on productivity, the causes of absenteeism as well as the strategies to manage and control absenteeism. The study was conducted by exploring the employees' opinions on the matter.

The study is quantitative in nature and descriptive designs were used. It was conducted at Giyani Police Station during July 2011. A questionnaire was used to collect data from a sample of 88 respondents selected through simple random sampling procedure.

The study revealed the following:

- Majority of the respondents were in the age group 41-50 years of age
- The organisation is still dominated by male employees with more than half.
- Nearly three quarter of the respondents were married.
- Half of the respondents managed to complete grade 12 or matric level.
- Majority of the respondents were holding the rank of constable and below.
- Nearly half of the respondents did not complete 10 years services in the south Africa police services
- Over one third of the respondents were doing crime prevention as their nature of work.
- More than half of the respondents were not working shifts.
- It was also revealed that absenteeism had a negative impact on productivity, in the organisation.
- The findings also revealed that, illness, injury, family responsibility, private commitments, official leave, maternity leave, health and safety, quality and nature of supervision, shift work, organisational control system and absence control policy, working conditions, substance abuse, unhappy work relation and others do contribute to employees' absence in Giyani Police Station.

- However the findings revealed that the size of the group, overtime work, bad weather conditions, transportation problem and ventilation do not contribute to employees' absence in Giyani Police Station.
- The study also revealed that the following strategies can contribute to the management and control of absenteeism: stringent absence manage policies, reward for good attendance, to re-educate managers and supervisors to deal affectively with absence performance related pay, wellness being program, information system and absence control by the use of computers, human relation training for supervisors, job enrichment, employee assistant program, goal setting by both the supervisor and the employees, participative management system and others.
- The recommendation was made that the following strategies be
- implemented by the management of the South Africa Police Services
- including Giyani Police Station in order to manage and control absenteeism.
- Stringent absence management policies
- Reward for good attendance
- Re-educate managers and supervisors to deal effectively with absence.
- Performance related pay
- Wellness being program
- Information system and absence control system
- Human relation for supervisors
- Job enrichment
- Employees assistant program
- Goal setting by both the supervisors and the employee
- Participating management system