Attendance Worksheet

Directions: Please answer the following questions after reading the e-how article “How to Improve Your Attendance at Work”.

1) Based upon the reading, list five things you learned that are crucially important to improving your work attendance.

2) What is the company policy at your worksite concerning sick leave, “personal days”, adequate notification of absence, and reporting absences?

3) Based on your company’s policy (or your common sense) list three inappropriate reasons for using sick days.

4) Why, in your opinion, is absenteeism such a problem for employers?

5) Suppose that on a particular workday, your car broke down on the way to work. What steps would you follow to minimize the impact of your absence?