

Employee attendance survey

Do not write your name. Your answers are read only as team totals and never go into anyone's attendance record.

Team or site

Date

For each statement, tick one box from 1 (strongly disagree) to 5 (strongly agree).

- 1 In the last three months, how often have you arrived late for work?
☐ Never ☐ Once or twice ☐ 3 to 5 times ☐ 6 or more times
- 2 In the last three months, how many workdays have you missed without planning to?
☐ None ☐ 1 or 2 ☐ 3 to 5 ☐ 6 to 10 ☐ More than 10
- 3 Which of these have made you late or kept you off work in the last three months? (tick all that apply)
☐ Own illness ☐ Caring duties ☐ The journey ☐ Rota changes ☐ Stress or workload
☐ Personal matters ☐ None of these

STATEMENT	STRONGLY DISAGREE					STRONGLY AGREE				
4 I understand what our attendance policy expects of me.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5					
5 Attendance rules are applied the same way to everyone here.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5					
6 I know exactly who to tell, and how, if I cannot come in.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5					
7 Getting planned time off approved is straightforward.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5					
8 When I come back after being off, my manager is supportive.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5					
9 My shifts or working hours fit around my life outside work.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5					
10 I feel able to stay home when I am too unwell to work.	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5					
11 Which change would help you most to be at work, on time? ☐ Rotas set further ahead ☐ Flexible start times ☐ Easier shift swaps ☐ Help with the journey ☐ Support with caring										

12 What makes it harder than it should be to get to work, or to get here on time?

Optional questions (1 of 3)

Add any of these to the core questions. Keep the numbering running on from page one.

Getting to work on time

13 How long does your usual journey to work take?

☐ Under 15 min ☐ 15 to 30 min ☐ 31 to 60 min ☐ Over 60 min

14 How do you usually get to work?

☐ Car ☐ Bus or train ☐ Walk or cycle ☐ Lift or car share ☐ Other

15 How often does your journey take longer than you planned for?

☐ Never ☐ Rarely ☐ Sometimes ☐ Often ☐ Always

STATEMENT	STRONGLY DISAGREE				STRONGLY AGREE
16 Our start time fits school runs and my transport.	☐	☐	☐	☐	☐

Shifts and rotas

17 How much notice do you usually get of your shifts?

☐ Under 1 week ☐ 1 to 2 weeks ☐ 2 to 4 weeks ☐ Over 4 weeks

18 How often do your shifts change after the rota is published?

☐ Never ☐ Rarely ☐ Sometimes ☐ Often ☐ Always

STATEMENT	STRONGLY DISAGREE				STRONGLY AGREE
19 Swapping a shift with a colleague is easy.	☐	☐	☐	☐	☐
20 I get enough rest between one shift and the next.	☐	☐	☐	☐	☐

Sick leave and working while ill

STATEMENT	STRONGLY DISAGREE				STRONGLY AGREE
21 I can take time off at once for a family emergency.	☐	☐	☐	☐	☐
22 I can check my leave balance without asking anyone.	☐	☐	☐	☐	☐
23 In the last three months, how often did you work when you were too ill to do your job properly?	☐ Never ☐ Once ☐ 2 or 3 times ☐ 4 or more times				
24 In the last three months, did you use holiday or leave days because you were ill?	☐ No ☐ Once ☐ More than once				

Optional questions (2 of 3)

Add any of these to the core questions. Keep the numbering running on from page one.

Sick leave and working while ill (continued)

25 Which of these would make it easier to stay home when you are ill? (tick all that apply)

- ☐ Sick pay from day one ☐ No penalty points ☐ Cover for my work ☐ Easier way to report it
☐ None of these

Office days and hybrid attendance

26 How many days a week are you expected on site?

- ☐ None ☐ 1 day ☐ 2 days ☐ 3 days ☐ 4 or 5 days

27 In a typical week, how many days do you actually go in?

- ☐ None ☐ 1 day ☐ 2 days ☐ 3 days ☐ 4 or 5 days

STATEMENT	STRONGLY DISAGREE				STRONGLY AGREE
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28 The reasons for our office days have been explained well.

1	2	3	4	5
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29 What would make your office days more worth the trip? (tick all that apply)

- ☐ Team in on the same days ☐ Quiet space to focus ☐ Help with travel costs ☐ Better meeting rooms
☐ Nothing, it works now

About you (optional)

30 Which best describes your working pattern?

- ☐ Fixed day hours ☐ Rotating shifts ☐ Nights ☐ Part time ☐ Prefer not to say

31 How long have you worked here?

- ☐ Under 1 year ☐ 1 to 3 years ☐ 4 to 10 years ☐ Over 10 years ☐ Prefer not to say

32 Do you look after a child or an adult outside work?

- ☐ Yes ☐ No ☐ Prefer not to say

Thank you. Your answers are anonymous.

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Optional questions (3 of 3)

Add any of these to the core questions. Keep the numbering running on from page one.

Back after an absence (named check-in)

33 How ready do you feel to be back at work?

☐ Fully ready ☐ Mostly ready ☐ Partly ready ☐ Not ready yet

34 Would any short-term changes help you settle back in? (tick all that apply)

☐ Phased hours ☐ Lighter duties ☐ Different tasks ☐ Catch-up on news ☐ None needed

35 While you were off, how was the contact from work?

☐ Too much ☐ About right ☐ Too little

36 Is anything at work making this more likely to happen again?

Thank you. Your answers are anonymous.

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