

Attendance survey results

Team or site

Date

Number of answers

Tally how many employees ticked each box. Percent agree = (number of 4s + number of 5s) divided by the total, times 100.

STATEMENT	1	2	3	4	5	TOTAL	% AGREE
1. I understand what our attendance policy expects of me.							
2. Attendance rules are applied the same way to everyone here.							
3. I know exactly who to tell, and how, if I cannot come in.							
4. Getting planned time off approved is straightforward.							
5. When I come back after being off, my manager is supportive.							
6. My shifts or working hours fit around my life outside work.							
7. I feel able to stay home when I am too unwell to work.							

Which of these have made you late or kept you off work in the last three months

OWN ILLNESS	CARING DUTIES	THE JOURNEY	ROTA CHANGES	STRESS OR WORKLOAD	PERSONAL MATTERS	NONE OF THESE

Strengths

The two statements with the highest percent agree.

One attendance fix per team

The two statements with the lowest percent agree.

What the open answers say

Sort the comments into three or four themes.

You said, we will

What you told us about attendance, and the change we are making first.