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The Importance of Good Attendance at Work



STEPS FOR MAINTAINING GOOD ATTENDANCE.

The Importance of Good Attendance at Work

Reliability

"So I am a few minutes late every day. That is no reason for the boss to be upset. I have a busy life and lots of stuff to do in the morning. And Hey!, I am here, so what is the big deal"
~Joe Absente ~

Good attendance is a big deal, despite what Joe or others like him think. Employees are a key ingredient when determining if a business will be successful. Businesses depend and expect workers to have good attendance. Many employees don't understand that their attendance or tardiness can have a far-reaching impact. An employee's poor attendance hurts the entire business. It cost the business time and money.



Businesses operate under a daily plan. The plan helps the business run smoothly. A key part of the plan is that employees are scheduled at certain time periods and days to work. If an employee is late or absent, it causes problems with the overall plan, hurting the smooth operation of the business. Further, if an employee is absent often or late they are letting down their co-workers. Co-workers will have to fill-in for the person that is not there and/or complete the missed work. Resentment and anger can arise because of this, which damages the morale of the entire team.

Answer each question with a complete sentence on a separate piece of paper.

1. Employees are the key ingredient in want?
2. What do many employees not understand?
3. What does an employee's poor attendance cost a business?
4. What do businesses operate under?
5. What does a plan help a business do?
6. What is a key part of a business plan that helps it run smoothly?
7. If an employee is absent often or late, what can arise from co-workers?



Also, there is a direct link between attendance and an employee's success at work. Showing up on-time and rarely missing work shows that an employee is reliable and responsible. These workers are respected by their co-workers and managers. They are more likely to receive positive job reviews, be promoted, and earn raises.

It is important to keep in mind when a person accepts a job, they are making a commitment. They are promising to be reliable, meaning they will show up on time and not miss work. This commitment should be taken seriously.

Your work attendance will become a long lasting record and reflection of what type of worker you are. Employers want reliable employees and will often inquire about a job candidate's previous attendance history. Your future is important and will depend on good attendance at work. Therefore, it is essential to embrace this skill and make it a key habit.

8. What is there a direct link between?
9. Showing up on time and rarely missing work shows what about an employee?
10. What are three possible benefits of good attendance at work?
11. When a person accept a job, what type of commitment are they making?
12. What will your work attendance history become?
13. What will many employers often inquire about?
14. Because good attendance is so important for one's future, what should they do?