

November 2005: Drake Webinar Series - Volume 14**MANAGING TIME OFF CAN BE A FULL-TIME JOB**

Is your company spending too much time and money managing scheduled and unscheduled absenteeism? A little planning goes a long way but ultimately, the goal is to balance the supply of workers to the demands of workload. Managers have many issues to deal with and worrying about scheduled and unscheduled leave may seem like an extra burden, but not proactively managing this time has a number of ramifications.

As an example, many managers are shocked when they learn that their busiest times are often overloaded with vacation requests. Being able to track and plan for peak periods means that a manager will automatically be aware of the impact an employee absence may have on productivity. This can aid a manager making the tough decisions surrounding vacation approval as well as show them trends in periods when they may need supplemental staff to ensure that their operations run smoothly.

In the case of abuse of sick leave, a department will be short-staffed, hurting productivity. Employees calling in sick when they are not can alienate your top performers, often leading to retention issues. After all, when workers believe they have to work twice as hard to pick up the slack for someone who just didn't feel like coming in, they start wondering if they are with the right company.

According to Commerce Clearing House, 15% of an average company's payroll goes to people who aren't even at work. This figure represents only the direct costs of absences—not the other, hidden costs of paying overtime premiums, hiring temporary staff to fill absences and lost productivity. These costs can severely impact an organization's bottom line.

Drake has a new whitepaper (at www.drakewebinars.com) that describes the different kinds of workforce planning—strategic, or long-term planning; day-to-day planning, or shift scheduling; and, annual workforce planning. The whitepaper goes into extensive detail on the annual planning process covering HR topics like vacation planning, scheduled and unscheduled leave and the substantial savings companies can gain by analyzing and forecasting their existing and future workforce needs.

To find out more on how to create an effective framework for your organization's workforce planning process, please contact Drake's Integrated HR Solutions Manager at +1 416 216 1000 or visit their website at www.drakewebinars.com. A complimentary webinar on this topic will be presented on Wednesday November 23rd from 12 p.m.–1 p.m. EST. Register at: www.drakeintl.com/webinar/workforceplanning.