

**SAMPLE**

**Absence Rate**

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**What is It?**

Calculating the absence rate helps an organization determine the number of days lost as a result of all absences from work during a given period. This ratio will enable the organization to compare with others within their industry through national surveys to determine whether the organization is in line with those averages or if further investigation is needed. Calculating the absence rate is the first step in determining how absences affect an organization in terms of productivity and actual cost. The absence rate can be calculated by organization, department or job group.

**How is it Calculated?**

For purposes of this calculator, the Absence Rate ratio is calculated by dividing the worker days lost through absence in a calendar, fiscal year or other 12 month reporting period by the average employee population in that calendar, fiscal year or other 12 month reporting period multiplied by the number of work days available per employee in that calendar, fiscal year or other 12 month reporting period.

	<i>Average</i>	<i>25th %tile</i>	<i>Median</i>	<i>75th %tile</i>	<i># of Responses</i>
<b><i>Overall</i></b>	1.98	0.78	1.37	2.30	286
<b><i>Size of Company</i></b>					
1 - 100 Employees	1.96	0.84	1.34	2.18	155
101 - 500 Employees	1.87	0.61	1.27	2.12	106
501 - 1000 Employees	2.67	1.30	1.74	3.64	14
Over 1000 Employees	2.36	1.48	2.32	3.05	11
<b><i>Region</i></b>					
Northeast Region	1.31	0.33	1.12	1.60	30
Southeast Region	2.10	0.65	1.27	2.57	39
Central Region	1.68	0.94	1.31	2.43	12
Great Lakes States Region	1.97	0.76	1.34	2.15	136
Mountain States Region	1.82	0.78	1.72	2.40	17
Pacific Region	2.40	1.24	1.89	2.43	52
<b><i>Industry</i></b>					
Natural Resources and Mining	N/A	N/A	N/A	N/A	1
Utilities	2.96	N/A	2.44	N/A	5
Construction	1.12	0.14	0.57	0.90	8
Manufacturing – Non-Durable Goods	1.93	0.67	1.48	2.22	51
Manufacturing – Durable Goods	1.89	0.82	1.29	2.09	111
Wholesale and Retail Trade	1.82	0.96	1.49	1.92	29
Transportation and Warehousing	1.55	1.05	1.60	2.07	12
Financial	1.47	0.79	1.27	2.21	10
Professional and Business Services	2.13	0.88	1.31	2.05	14
Education	N/A	N/A	N/A	N/A	0
Health and Human Services	3.50	0.81	1.98	5.45	15
Hospitality	2.77	N/A	1.45	N/A	4
Public Administration	N/A	N/A	N/A	N/A	1
Other Services	1.85	0.56	1.50	2.51	25

## Turnover Rate

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### What is It?

Turnover is an area heavily studied by all organizations to determine movement out of an organization (separations). Turnover is further categorized as either voluntary or involuntary. Voluntary turnover (resignations) is most often studied, as voluntary turnover is typically greater than involuntary turnover (discharges) and management's desire to reduce or maintain turnover at an acceptable level. Turnover can be further analyzed by looking at specific causes for separations. The U.S. Bureau of Labor Statistics provides survey data on a quarterly basis with regard to turnover.

### How is it Calculated?

For purposes of this calculator, turnover is calculated by dividing the number of terminated employees in a calendar, fiscal year or other 12 month reporting period by the average number of employees that calendar, fiscal year or other 12 month reporting period.

	<i>Average</i>	<i>25th %tile</i>	<i>Median</i>	<i>75th %tile</i>	<i># of Responses</i>
<b>Overall</b>	21.6	10.0	16.7	27.7	483
<b>Size of Company</b>					
1 - 100 Employees	23.8	10.1	18.6	30.8	192
101 - 500 Employees	19.6	10.0	16.7	26.4	219
501 - 1000 Employees	19.7	8.3	14.7	23.2	41
Over 1000 Employees	25.4	10.5	15.4	26.5	31
<b>Region</b>					
Northeast Region	18.1	9.1	15.4	21.1	27
Southeast Region	24.3	9.8	16.7	32.6	60
Central Region	17.1	7.7	18.9	23.4	23
Great Lakes States Region	20.3	10.0	16.4	26.8	167
Mountain States Region	24.2	8.2	14.9	38.4	23
Pacific Region	22.8	10.9	17.2	28.1	183
<b>Industry</b>					
Natural Resources and Mining	N/A	N/A	N/A	N/A	2
Utilities	6.1	4.4	4.5	7.3	9
Construction	23.3	14.0	20.5	31.2	12
Manufacturing – Non-Durable Goods	18.7	7.1	14.1	25.2	70
Manufacturing – Durable Goods	19.4	9.8	16.0	25.4	159
Wholesale and Retail Trade	31.3	16.1	22.3	39.3	44
Transportation and Warehousing	25.6	13.3	16.9	31.7	17
Financial	20.4	12.5	18.8	25.5	30
Professional and Business Services	23.6	10.0	24.5	33.0	29
Education	8.9	N/A	7.4	N/A	5
Health and Human Services	21.1	14.3	18.7	31.1	39
Hospitality	54.2	28.5	30.3	34.8	6
Public Administration	9.3	5.4	8.1	11.6	7
Other Services	24.8	9.5	16.1	26.7	54